

12 FAM 430

MARINE SECURITY GUARD (MSG) PROGRAM

(CT:DS-205; 03-13-2014)
(Office of Origin: DS/SPC/MSG)

12 FAM 431 AUTHORITIES

(CT:DS-183; 01-24-2013)

- a. Title 10 U.S.C. 5983 authorizes the assignment of Navy personnel to Foreign Service posts under the direct operational control of the chiefs of diplomatic missions or principal officers, or their designees, and provides the basic authority for the Memorandum of Agreement (MOA) dated August 1, 1967, between the Department of State and Department of Defense (see 12 FAM Exhibit 431(A)).
- b. The MOA cited in 12 FAM 431(a) authorizes the Department of State and the U.S. Marine Corps to develop, execute, and issue such policy instructions as may be required from time to time to implement their joint responsibilities in support of the MSG Program.
- c. The MOA dated March 13, 2008, between the Department of State and the U.S. Marine Corps updated the program fiscal responsibilities and support, counterintelligence, VIP support, equipment and logistics, and medical and dental support annexes (see 12 FAM Exhibit 431(B)).

12 FAM 432 PROGRAM MANAGEMENT

12 FAM 432.1 Chief, Marine Security Guard (MSG) Program (DS/SPC/MSG)

(CT:DS-132; 04-14-2008)

See 12 FAM Exhibit 431(B), MOA—Section 5, paragraphs b(1)(d) and (e) and 1 FAM 262.2-3(A).

12 FAM 432.2 Regional Security Officer (RSO)

(CT:DS-183; 01-24-2013)

- a. Under the authority of the chief of mission or principal officer, or designee, the RSO is the immediate operational supervisor of the MSG detachment for the Bureau of Diplomatic Security. This officer determines specific guard

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requirements and coordinates them with the Marine detachment and company commanders and with the chief of mission or principal officer. The RSO coordinates any MSG program issues or requirements with DS/SPC/MSG.

- b. The RSO may, on occasion, delegate any aspect of the operational supervision of an MSG detachment to a deputy or a special agent. Such a delegation will not diminish the RSO's overall MSG program responsibility.
- c. The RSO guides, assists, and supports the post security officer (PSO) (see 12 FAM 423.5, Post Security Officer (PSO)) in executing the duties and responsibilities of supervising a detachment at a constituent post with no resident RSO. Since the RSO retains overall responsibility for the MSG program at such posts, that officer will determine which duties are delegated to the PSO.

12 FAM 432.3 U.S. Marine Corps (USMC)

(TL:DS-85; 11-22-2002)

- a. USMC responsibilities concerning MSG Program support are provided to the Department in accordance with the most recent MOA (see 12 FAM Exhibit 431(B)).
- b. Upon arrival at post of assignment, the detachment commander and individual MSGs are under the authority of the chief of mission or principal officer. The detachment commander will execute such instructions and orders, either written or oral, as the chief of mission or principal officer or the RSO issues within the parameters of the current MOA. The detachment commander reports directly to the RSO or PSO, in the absence of the RSO, on operational matters and on any matter adversely affecting the detachment or the security of the mission.

12 FAM 433 RSO RESPONSIBILITIES

12 FAM 433.1 Program Supervision

(TL:DS-85; 11-22-2002)

RSOs are responsible for the operational success of the MSG program abroad. They must actively support and supervise the MSG program by:

- (1) Attending and participating in the MSG's guard school;
- (2) Leading and supervising all contingency drills;
- (3) Conducting unannounced inspections of MSG posts;
- (4) Involving themselves in all inspections and official visits by Marine Corps officers to include acting as joint control officer for the visit, briefing the visiting officers, and attending all meetings with post officials;

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- (5) Ensuring the detachment commander has familiarized newly assigned MSGs with the equipment and duties of a post prior to their standing watch alone;
- (6) Ensuring security implications are reviewed and addressed for social activities sponsored by the detachment or held at the MSG residence;
- (7) Keeping the detachment commander informed of pertinent threat information and any proposed changes which might affect the MSGs' work or living conditions;
- (8) Seeking and considering the detachment commander's views on matters which may affect the detachment;
- (9) Drafting all guard orders and contingency plans;
- (10) Ensuring MSGs are familiar with guard orders and contingency plans;
- (11) Representing MSG detachment interests and concerns at country team meetings, at emergency action committee meetings, and with post senior management; and
- (12) Ensuring that the MSG personnel who marry or plan to marry during their tour as an MSG are reported to DS/SPC/MSG and that all such matters are handled in accordance with the current MOA (see 12 FAM Exhibit 431(B)).

12 FAM 433.2 Implementing Guard Orders

(CT:DS-183; 01-24-2013)

See 12 FAM Exhibit 431(B), MOA—Section 5, paragraph b (1)(h) and Annexes G, H, L and S.

12 FAM 433.3 Inappropriate Assignments

(TL:DS-85; 11-22-2002)

- a. The RSO and detachment commander must ensure MSGs are not assigned to duties outside U.S. diplomatic property except as provided under 12 FAM 433.4. DS/SPC/MSG will coordinate any approvals with the MSG Battalion.
- b. The RSO and detachment commander will ensure Marines are not assigned as receptionists, couriers, mail clerks, vehicle dispatchers, switchboard operators, janitors, or any other duties that detract from their officially designated duties as approved by the MOA. Exceptions require prior approval from both DS/SPC/MSG and MSG Battalion.
- c. The RSO and detachment commander must ensure MSGs are not charged with the responsibility of supervising civilian guards, although MSGs may, on occasion, direct civilian guard actions to ensure established security procedures are followed; e.g., in screening or searching procedures for visitors or vehicles.

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- d. Although the detachment commander may assist the RSO insofar as primary duties and capabilities allow, the RSO will ensure the detachment commander is not charged with the responsibility for any of the following:
- (1) Investigative activities (does not preclude those expressly authorized by the company or battalion commander under the provisions of the Uniform Code of Military Justice (UCMJ));
 - (2) Security briefings;
 - (3) Control of combinations to vaults and safes containing classified material;
 - (4) Repair to security locks and containers; or
 - (5) Other post activities apart from the detachment's mission.

12 FAM 433.4 Special Duty Assignments

12 FAM 433.4-1 Principal Officer Protection

(CT:DS-79; 09-14-2001)

- a. Where the life or safety of any post's principal officer is in danger and no other adequate means of protection is available, the RSO may assign MSGs to provide temporary security within that official's residence.
- b. The RSO will ensure MSGs are armed and are not assigned to perform service functions which would normally be accomplished by household or mission staff.
- c. The RSO will write the duties and responsibilities of the assigned Marines into the guard orders. The specific orders will define the MSG's course of action in the event of an attempted, threatened, or actual penetration of the residence. The RSO must provide a copy of the orders to DS/SPC/MSG and the respective company commander.
- d. The RSO must report the circumstances requiring residential MSG coverage and the expected duration to DS/SPC/MSG in writing. DS/SPC/MSG will ensure the written report is sent to the Commanding Officer, MSG Battalion.

12 FAM 433.4-2 Post Evacuation

(CTL:DS-39; 08-15-1994)

The RSO will assign MSGs to such duties as may be directed by the principal officer for the protection of lives and property in the event of a post evacuation. As stated in the MOA, Marines will continue to carry out such duties until the principal officer releases the Marines.

12 FAM 433.4-3 Conferences and Delegations

(CT:DS-183; 01-24-2013)

As directed by DS/SPC/MSG, the RSO assigns Marines to provide special guard services for U.S. delegation offices for Department regional or international conferences when an armed guard must safeguard material or equipment which is classified pursuant to Executive Order 13526 and which cannot be stored overnight in a guarded facility of the U.S. mission. In situations where the arming of Marines is absolutely prohibited by host government policies or law, the RSO may still assign Marines to safeguard classified material on an exceptional basis only after notifying MSG Battalion through DS/SPC/MSG.

12 FAM 433.4-4 VIP Support

(CT:DS-104; 10-12-2004)

The RSO will assign Marines to provide security support for visits by the President, Vice-President, Secretary of State or other senior U.S. Government officials, as required. Where additional personnel are required, the RSO will contact DS/SPC/MSG to arrange for additional, temporary duty MSGs.

12 FAM 433.4-5 Circumstances Requiring Immediate Action

(CT:DS-183; 01-24-2013)

- a. The RSO, with the approval of the chief of mission or principal officer, may assign duties other than those previously described in this section to the Marines as may be required by urgent or security-related circumstances requiring immediate action. Such duties must not contravene established Department or Marine Corps policy and must not unduly jeopardize the safety or well-being of any Marine.
- b. The RSO must immediately notify DS/SPC/MSG and apprise the company commander of the circumstances requiring the exceptional duty. DS/SPC/MSG will then inform the MSG Battalion and request concurrence for those particular duty assignments which will continue.

12 FAM 433.5 Disciplinary Actions

(CT:DS-183; 01-24-2013)

- a. The Marine Corps has sole responsibility for disciplinary authority over all MSGs. The RSO should apprise the detachment commander of MSG infractions or other situations requiring possible disciplinary or corrective action. However, under circumstances requiring immediate action, where the detachment commander is unavailable, the RSO may relieve a MSG of duty pending the result of the Marine Corps investigation and/or disciplinary action.
- b. Post personnel should report all incidents which may have security implications

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to the RSO. Where an MSG is involved, the detachment commander also notifies the company commander. The RSO coordinates any investigation in such cases.

- c. The RSO will use DS Channel communications to report all MSG disciplinary actions to DS/SPC/MSG. The report should include a brief description of the incident and comments or recommendations, as appropriate. The RSO should also inform the L/M/DS attorney advisor where legal advice is required or legal actions are anticipated, e.g., in MSG altercations with foreign nationals. The L/M/DS attorney advisor will coordinate responses involving legal issues with the Office of the Legal Adviser (L).
- d. Both the chief of mission and company commander have the authority to transfer a Marine from a given post for disciplinary reasons. Such a decision to transfer should be made in consultation with the RSO.

12 FAM 434 PROGRAM REQUIREMENTS

12 FAM 434.1 Activating, Deactivating, or Modifying an MSG Detachment

(CT:DS-183; 01-24-2013)

See 12 FAM Exhibit 431(B), MOA—Annex J.

12 FAM 434.2 Documentation

(CT:DS-39; 08-15-1994)

All Marines assigned to the Marine Security Guard Program require passports to travel abroad in support of the program. Direct all requests for passports to the Bureau of Consular Affairs, Passport Services (CA/PPT), for issuance of diplomatic or official passports as appropriate.

12 FAM 434.3 Security Clearances

(CT:DS-183; 01-24-2013)

DS/SPC/MSG will track the status of security clearances based on background investigations of MSGs conducted by the Department of Defense (DOD) in accordance with the MOA (see 12 FAM Exhibit 431(B), MOA—Annex F, section 5e(2)).

12 FAM 434.4 MSG Assignments

(CT:DS-183; 01-24-2013)

See 12 FAM Exhibit 431(B), MOA—Section 3 and Annex B.

12 FAM 434.5 Training

(CT:DS-183; 01-24-2013)

- a. The Office of Training and Performance Standards (DS/T/TPS), Overseas Training Branch (DS/SLTD/OTB) schedules:
 - (1) Training for DS special agents assigned as RSOs to posts having MSG detachments;
 - (2) Training for post security officers assigned to posts having MSG detachments;
 - (3) Briefings about the MSG Program for Department personnel with security-related responsibilities assigned to posts having MSG detachments; and
 - (4) Orientation briefings for spouses of newly assigned detachment commanders and company officers.
- b. DS/SPC/MSG ensures that Marine Corps officers and enlisted personnel assigned to the MSG Program, with the exception of those assigned to MSG Battalion Headquarters and Headquarters, Marine Corps, complete an established course of training. Each year, the Chief, Overseas Training Branch (DS/SLTD/OTB), and the Chief, DS/SPC/MSG, or their designees, review the course curriculum with MSG Battalion representatives. Any proposed changes require DS/SLTD/OTB concurrence to become effective.
- c. DS/T/TPS will provide advice, guidance, and instructional support to the MSG school relating to the MSG Program. DS/SPC/MSG may provide guidance, advice, and instruction, as necessary, to support DS/T/TPS.
- d. For spouse training, see 12 FAM Exhibit 431(B), MOA—Annex O, paragraph d.
- e. MSGs are entitled to participate in post language programs. The RSO and detachment commander will ensure all MSGs participate in language training within the constraints of operational commitments (see 12 FAM Exhibit 431(B), MOA—Annex O, paragraph f).

12 FAM 434.6 Clothing

(CT:DS-183; 01-24-2013)

- a. Except where the chief of mission makes an exception due to the political situation or other factors, Marines wear the prescribed Marine Corps uniform while on duty. The USMC provides the uniform clothing (see 12 FAM Exhibit 431(B), MOA—Annex S, paragraph b).

- b. For civilian clothing, see 12 FAM Exhibit 431(B), MOA—Annex S, paragraph c.

12 FAM 434.7 Weapons

12 FAM 434.7-1 Official Duty

(CT:DS-183; 01-24-2013)

For the use or carrying of weapons while on official duty, see 12 FAM Exhibit 431(B), MOA—Annex G, paragraph b.

12 FAM 434.7-2 Familiarization Firing

(TL:DS-79; 09-14-2001)

To maintain proficiency, Marine security guards will fire their assigned weapons every six months. This familiarization firing should be conducted at post of residence. Where this is proscribed or not possible, the RSO will request funding from DS/SPC/MSG to cover anticipated travel and per diem costs to fulfill this requirement at the most economical location for the U.S. Government (see 12 FAM 435.4). An RSO should oversee and assist with all familiarization firing.

12 FAM 434.7-3 Living Quarters

(CT:DS-183; 01-24-2013)

- a. For weapons in living quarters, see 12 FAM Exhibit 431(B), MOA—Annex G, paragraph b(7)(a).
- b. No U.S. Government firearm may be maintained in an MSG's living quarters unless all of the following circumstances apply:
 - (1) The RSO determines the security situation warrants authorizing firearms in quarters;
 - (2) No alternative security resource is available;
 - (3) The chief of mission or principal officer authorizes the action as temporary;
 - (4) The Commanding Officer, MSG Battalion, concurs;
 - (5) The Deputy Assistant Secretary and Assistant Director for DS/IP, approves;
 - (6) The RSO determines and establishes safeguards, subject to DS/SPC/MSG revision, to preclude unauthorized access to such firearms; and
 - (7) The RSO reports safeguards in writing to DS/SPC/MSG.

12 FAM 434.8 Funding Accountability

(CT:DS-183; 01-24-2013)

See 12 FAM Exhibit 431(B), MOA—Annex A.

12 FAM 435 POST RESPONSIBILITIES

12 FAM 435.1 Diplomatic Status

(CT:DS-104; 10-12-2004)

Post will notify the receiving host government that the Marine is, at a minimum, a member of the “administrative and technical staff of the embassy,” if assigned to an embassy, or a “consular employee” if assigned to a consular post. Where Marines are not so accredited, post will promptly report the reason to the Director, Security Division (PS), Marine Corps Headquarters through DS/SPC/MSG.

12 FAM 435.2 Marine Corps Offices

(CT:DS-183; 01-24-2013)

For Marine Corps offices, contact DS/SPC/MSG, and see 12 FAM Exhibit 431(B), MOA—Annex E.

12 FAM 435.3 MSG Housing

(CT:DS-205; 03-13-2014)

- a. For MSG housing, see 12 FAM Exhibit 431(B) Annex N:
- b. The Bureau of Overseas Buildings Operations (OBO) is responsible for payments of *capital lease (CL)* property and maintenance and repairs of *CL* and U.S. Government owned property, without reimbursement from the USMC in accordance with 15 FAM 630, Maintenance, Repair, and Custodial Responsibilities.
- c. DS/SPC/MSG, with reimbursement from the USMC, provides MSG program funds to OBO for *operating lease (OL)* property.
- d. DS/SPC/MSG, with reimbursement from the USMC, funds minor maintenance and repairs for *OL properties* that are not the responsibility of the lessor under the terms of the lease or local law.
- e. For more information on maintenance and funding responsibilities, see 15 FAM 600.

12 FAM 435.4 Travel and Transportation

12 FAM 435.4-1 General

(CT:DS-183; 01-24-2013)

- a. For travel and transportation, see 12 FAM Exhibit 431(B), MOA—Annex A Matrix, section 4.
- b. Posts assist MSG personnel in obtaining any necessary exit and transit visas for travel to their next assignment and for any other travel authorized under the provisions of this subchapter.

12 FAM 435.4-2 Official

(CT:DS-183; 01-24-2013)

For official travel, see 12 FAM Exhibit 431(B), MOA—Annex A Matrix, section 4.

12 FAM 435.4-3 Medical

(CT:DS-183; 01-24-2013)

For medical travel, see 12 FAM Exhibit 431(B), MOA—Annex U, section 1, paragraph c(3) and section 3.

12 FAM 435.5 Vehicles

12 FAM 435.5-1 MSG Detachments

(CT:DS-183; 01-24-2013)

For the use of vehicles by an MSG detachment, see 12 FAM Exhibit 431(B), MOA—Annex T, section 4, paragraph b(8).

12 FAM 435.5-2 Company Headquarters

(CT:DS-183; 01-24-2013)

For the use of vehicles at Company Headquarters, see 12 FAM Exhibit 431(B), MOA—Annex T, section 2, paragraph b.

12 FAM 435.6 Disbursements

(CT:DS-183; 01-24-2013)

See 12 FAM Exhibit 431(B), MOA—Annex A.

12 FAM 435.7 Department of State Awards

(CT:DS-183; 01-24-2013)

- a. Non-monetary awards may be presented to Marine Corps personnel assigned to the Marine Security Guard Program at post in accordance with 3 FAM 4810. A monetary award may be presented to Marine Corps personnel for an innovation, invention, or scientific achievement in accordance with E.O. 11438, December 3, 1968. (See 3 FAM 4813.2 c.)
- b. Letters of commendation signed by the chief of mission or principal officer should be addressed to: The Commandant of the Marine Corps, Washington, DC 20380. Send a copy to the Bureau of Diplomatic Security, Diplomatic Security Service (DS/DSS) and the company commander.

12 FAM 436 DEVELOPING MSG ORDERS

12 FAM 436.1 Scope and Content

(CT:DS-183; 01-24-2013)

- a. The RSO may cancel, revise, or draft guard orders as needed to maintain or improve MSG protection in accordance with the provisions of the current MOA (see 12 FAM Exhibit 431(B)).
- b. The RSO shall ensure that the written orders address MSG responsibilities and procedures in:
 - (1) Exercising access control and providing stationary guard coverage at specified entrances within the perimeter of the mission;
 - (2) Employing deadly and non-lethal force;
 - (3) Conducting inspections within mission buildings to ensure the proper safeguarding of classified material and equipment;
 - (4) Writing notices of possible security violations and making security reports in accordance with 12 FAM 550;
 - (5) Escorting non-cleared laborers and other service personnel in or adjacent to controlled access areas where classified material is stored, handled, processed, or discussed;
 - (6) Conducting visual inspections of the controlled access areas to detect possible physical or technical penetrations; and
 - (7) Providing temporary control of controlled access areas during renovations, repairs, or emergencies.

12 FAM 436.2 Special Circumstances

(CT:DS-79; 09-14-2001)

- a. The RSO shall also issue special orders, in writing, to cover specific MSG duties required in certain circumstances that require immediate action (e.g., demonstrations, terrorist activities, bomb threats, threats against lives, and evacuations). These orders will include instructions concerning the protection or destruction of classified material, as appropriate.
- b. In urgent circumstances or circumstances that require immediate action, the RSO may verbally direct the detachment commander or an MSG as necessary to address security considerations.
- c. The RSO will issue special classified orders, in writing, that will instruct MSGs how to handle persons seeking political asylum, particularly for those requests received after normal business hours.

12 FAM 437 MSG DETACHMENT PROCEDURES

12 FAM 437.1 Activations

(CT:DS-183; 01-24-2013)

For activation of an MSG detachment, see 12 FAM Exhibit 431(B), MOA—Annex J, section 2, paragraph a.

12 FAM 437.2 Modifications

(CT:DS-183; 01-24-2013)

For modifications to an MSG detachment, see 12 FAM Exhibit 431(B), MOA—Annex D.

12 FAM 438 AND 439 UNASSIGNED

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12 FAM Exhibit 431(A)
MEMORANDUM OF AGREEMENT BETWEEN THE
DEPARTMENT OF STATE AND THE DEPARTMENT
OF DEFENSE PERTAINING TO THE USE OF
MARINE CORPS PERSONNEL IN THE FOREIGN
SERVICE [Excerpt]

(TL:DS-79; 09-14-2001)

THIS MEMORANDUM AGREEMENT BETWEEN THE DEPARTMENT OF STATE AND THE DEPARTMENT OF DEFENSE PERTAINS TO THE USE OF MARINE CORPS PERSONNEL IN THE FOREIGN SERVICE ESTABLISHMENT AND DERIVES ITS BASIC AUTHORITY FROM SECTION 601 OF THE ACT OF JUNE 30, 1932 AS AMENDED, 31 U.S.C. 686.

IT AUTHORIZES THE USE OF MARINE OFFICER AND ENLISTED PERSONNEL IN THE DEPARTMENT OF STATE'S SECURITY PROGRAM OVERSEAS AND AUTHORIZES THE ASSIGNMENT OF MARINE SECURITY GUARDS TO THE DIRECT OPERATIONAL CONTROL OF THE CHIEFS OF DIPLOMATIC MISSIONS, OR THEIR DESIGNATED REPRESENTATIVES.

IT RECOGNIZES THAT THE RESPONSIBILITIES OF THE DEPARTMENT OF STATE AND OF THE MARINE CORPS IN SUPPORT OF THE MARINE SECURITY GUARD PROGRAM ARE JOINT IN NATURE AND AUTHORIZES THE DEPARTMENT OF STATE AND THE MARINE CORPS TO DEVELOP, EXECUTE, AND ISSUE SUCH POLICY INSTRUCTIONS CONSISTENT WITH THE DEPARTMENT OF DEFENSE POLICY AND INSTRUCTIONS AS MAY BE REQUIRED FROM TIME TO TIME TO IMPLEMENT THIS AGREEMENT.

This agreement supersedes the previous edition dated 22 September 1955.

AUGUST 1, 1967

/s/ /s/

Under Secretary of State

Secretary of Defense

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12 FAM EXHIBIT 431(B)
MEMORANDUM OF AGREEMENT BETWEEN THE
U.S. DEPARTMENT OF STATE AND THE UNITED
STATES MARINE CORPS

(CT:DS-205; 03-13-2014)

MEMORANDUM OF AGREEMENT
BETWEEN
THE U.S. DEPARTMENT OF STATE
AND
THE UNITED STATES MARINE CORPS



Change Date: June 28, 2013

MEMORANDUM OF AGREEMENT
BETWEEN
THE U.S. DEPARTMENT OF STATE
AND
THE UNITED STATES MARINE CORPS

FOR THE OPERATIONAL AND ADMINISTRATIVE SUPERVISION OF THE MARINE
SECURITY GUARD PROGRAM

OVERVIEW

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DIRECTIVE

1. PURPOSE

The purpose of this Overview Directive is to provide an introduction and overview for the Memorandum of Agreement (MOA) between the Department of State (DOS) and the United States Marine Corps (USMC) and their participation in the Marine Security Guard (MSG) Program. It provides the foundation for the Implementing Directive, which specifies terms, relationships, conditions, and responsibilities of both DOS and USMC in executing the MSG Program.

2. BASIS FOR SUPPORT

a. Background. The USMC has participated in the internal security and protection of U.S. embassies, legations, and consulates on a formal basis with DOS since 1948. Marine Security Guards are currently assigned to designated diplomatic facilities worldwide.

b. Authority. The basic authority for this MOA is that section of the MOA between DOS and the Department of Defense (DoD) of August 1, 1967, which authorized DOS and USMC to jointly develop, execute, and issue such policy instructions as may be required to implement their joint responsibilities in support of the MSG Program. The provisions of this MOA providing for the ordering of goods and services from DOS with financial reimbursement from the USMC are authorized by 31 U.S.C. 1535 (the Economy Act).

c. U.S. Department of State.

(i) 22 U.S.C. 4802, Responsibilities of the Secretary of State. The Secretary of State delegated the functions vested by subsection (a) (2) to the Assistant Secretary for Diplomatic Security. Those security responsibilities include:

(1) Protection of all U.S. Government personnel on official duty abroad (other than Voice of America correspondents on official assignment and those personnel under the command of a U.S. area military commander) and their accompanying dependents;

(2) Establishment and operation of post security and protective functions abroad;

(3) Development and implementation of communications, computer, and information security;

(4) Emergency planning; and

(5) Supervision of the U.S. Marine Corps security guard program.

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(ii) 22 U.S.C. 3927, Chief of Mission (COM) Authority

(iii) President's Letter of Instruction to the Chief of Mission

d. U.S. Marine Corps. 10 U.S.C. 5983. State Department: Assignment of enlisted members as custodians of buildings in foreign countries. Upon the request of the Secretary of State, the Secretary of the Navy may assign enlisted members of the naval service to serve as custodians under the supervision of the principal officer at any embassy, legation, or consulate.

e. Designation. Marines serving under this agreement will be assigned to the MSG Program. These Marines will be assigned for duty to the Commanding Officer, Marine Corps Embassy Security Group (MCESG), Quantico, Virginia. MCESG is designated a special support activity of the Marine Corps establishment. Those Marines assigned to U.S. missions abroad are designated MSG and part of the Marine Corps' Supporting Establishment.

3. CONDITIONS FOR SUPPORT

a. Prerequisite. The Commandant of the Marine Corps provides MSG to U.S. missions abroad under the following conditions:

(i) DOS, through the Bureau of Diplomatic Security (DS), notifies the USMC through Headquarters Marine Corps (HQMC), Plans, Policies, and Operations (PP&O) that a diplomatic or consular facility has officially been identified as requiring the assignment of MSG.

(ii) The identified diplomatic facility has a resident regional security officer (RSO), a trained DS Special Agent, who will exercise direct supervisory control of the MSG. If the resident RSO and/or assistant regional security officer (ARSO) are away from post for an extended period, DS will provide temporary duty (TDY) RSO support for that post.

(iii) Prior to any permanent assignment of MSG to a diplomatic facility, DOS will provide adequate infrastructure, security standards, and an acceptable quality of life environment for the MSG.

b. Limitation on the number of Marines assigned. The assignment of MSG to DOS is authorized by law. The ultimate authority for determining the number of Marines assigned to the MSG Program rests with the Commandant of the Marine Corps through the Deputy Commandant (DC) for PP&O. The DC for Manpower and Reserve Affairs provides input to the Commandant of the Marine Corps in determining the overall supportability of the MSG structure. Marine Corps Order 5320.12H mandates the staffing precedence levels for manning and staffing per

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the Commandant's guidance. MCESG will inform DOS Marine Security Guard Branch Program Chief (DS/IP/SPC/MSG) with written notification of projected MSG school class sizes, graduation dates, and other staffing issues such as projected shortfalls.

4. MISSION OF MARINE SECURITY GUARDS

The mission of Marine Security Guards is to provide protection to mission personnel and prevent the compromise of national security information and equipment at designated diplomatic and consular facilities. Marine Security Guards will be prepared to execute plans for the protection of the mission and its personnel as directed by the chief of mission or principal officer through the regional security officer.

5. EXECUTION

a. Intent. The RSO, as the COM's principal security advisor, is responsible for the safe conduct of diplomacy, and will integrate MSG into the overall mission security program.

b. Concept of Operations. In conjunction with DOS/DS, MCESG will screen, train, and assign Marines to the MSG Program for assignment to DOS designated U.S. diplomatic and consular facilities. DOS/DS, through the COM and RSO, will establish and exercise operational supervision of MSG through both verbal and written instructions, as appropriate. DOS/DS, through the RSO, will provide for the logistical support of the MSG (see applicable annexes in the Implementing Directive) and Marine Corps Embassy Security Group Regional Commands that are assigned to Diplomatic Facilities, except for logistical support provided by the MCESG Headquarters, as addressed in the applicable annexes of this MOA. Mission security is the responsibility of the COM or principal officer (PO), who exercises this supervision through the RSO. USMC will advise DOS on issues concerning the proper utilization, training, readiness, morale, welfare, safety, conduct, and appropriate living conditions of MSG and will ensure that policies concerning these issues are consistent with DOD and DOS guidance.

(i) U.S. Department of State

(1) Assistant Secretary of State for Diplomatic Security. The Assistant Secretary of State for Diplomatic Security is the officer within DOS who has been delegated broad statutory responsibility for the domestic and overseas security programs, including the MSG Program. The Assistant Secretary will establish a policy framework and delegate such authority as is necessary to maintain these programs.

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(2) The Director of Diplomatic Security and Principal Deputy Assistant Secretary of State for Diplomatic Security (DS/DSS) (PDAS). At the direction of the Assistant Secretary and pursuant to the responsibilities for Diplomatic Security operations abroad, the Director of the Diplomatic Security Service may exercise the authorities of the Assistant Secretary.

(3) Deputy Assistant Secretary (DAS) of State for International Programs (DS/DSS/IP). The Deputy Assistant Secretary of State for International Programs is responsible for DOS operational security programs abroad, in those countries for which he/she is responsible, including the MSG Program. The Deputy Assistant Secretary for International Programs is responsible for establishing the policies, coordination, and supervision necessary to implement the MSG Program within DS and DOS. At the direction of the Deputy Assistant Secretary for International Programs and pursuant to the responsibilities for DS operations abroad, the Deputy Assistant Director for International Programs may exercise the authorities of the Deputy Assistant Secretary.

(4) Deputy Assistant Secretary of State for High Threat Posts (DS/DSS/HTP). The Deputy Assistant Secretary of State for High Threat Posts is responsible for DOS security programs at designated high threat posts. Requirements for MSG support at high threat posts will be coordinated with and approved by the Deputy Assistant Secretary for International Programs.

(5) Office Director, Special Programs and Coordination (DS/IP/SPC). The Office Director for Special Programs and Coordination provides guidance and policy assistance in support of the Marine Security Guard Program (DS/IP/SPC/MSG), directly supervises the Marine Security Guard Program Chief, and provides oversight of the activities of the overall MSG Program. The Deputy Director for Special Programs and Coordination will act in the Director's absence.

(6) Program Chief, Marine Security Guard Program (DS/IP/SPC/MSG). The Program Chief, Marine Security Guard Program, is the DS special agent within the Office of International Programs directly responsible for the management of the MSG Program at DOS, for liaison between DOS and Headquarters Marine Corps, Assistant Deputy Commandant of the Marine Corps for Plans, Policies and Operations, Security Division, and coordination of the day-to-day operations of the Program. The MSG Program assists MCESG in resolving situations concerning compliance with the provisions of this agreement and in resolving situations where the utilization or safety of the Marines is in question. The Marine Security Guard Program manages the disbursement levels jointly with MCESG and compiles expenditure data for funds that the USMC provides DS in support of the program (See applicable annexes within this MOA for additional information).

(7) Chief of Mission or Principal Officer. The COM at U.S. missions abroad is the personal representative of the President of the United States to the country of

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accreditation. The COM is responsible for the direction, coordination, and supervision of all U.S. Government Executive Branch employees in that country (except those under the command of a U.S. area military commander, on the staff of an international organization, and Voice of America correspondents on official assignment) and shall be kept fully and currently informed of all activities and operations of the U.S. Government within that country. The COM shall ensure that all U.S. Government Executive Branch employees in that country (except those under the command of a U.S. area military commander, on the staff of an international organization, and Voice of America correspondents on official assignment) comply fully with all applicable directives of the mission. Mission security is the COM's direct responsibility. Unless an interagency agreement provides otherwise, the COM must provide for the security of all U.S. government on official duty abroad (except those under the command of a U.S. area military commander, on the staff of an international organization, and Voice of America correspondents on official assignment), and their accompanying dependents. The security responsibility for the MSG, MCESG Regional Command personnel and their dependents assigned to the mission rests with the COM. The COM will ensure the proper utilization, welfare, and living conditions of the detachment assigned to the mission and provide support to the Regional Command personnel. The COM has ultimate operational direction, coordination, and supervision of all MSG and all MCESG Regional Command personnel and dependents assigned to his/her mission.

(8) Deputy Chief of Mission (DCM). The DCM is the principal assistant to the COM. In the absence of the COM, the DCM assumes the full duties and responsibilities of the COM.

(9) Regional Security Officer (RSO). The RSO is the principal security advisor to the COM. The RSO is the immediate operational supervisor of MSG and will ensure that they are assigned duties within the parameters set forth in this agreement. The RSO is responsible for the proper utilization, support, and safety of the MSG. The RSO is also the advocate for the MCESG Regional Commands that are assigned to his/her diplomatic facility. (See applicable annexes within the Implementing Directive of this MOA for additional information.)

(ii) U.S. Marine Corps

(1) Deputy Commandant for Plans, Policies, and Operations (DC, PP&O). The Deputy Commandant for Plans, Policies, and Operations is the senior representative within the Marine Corps who has been delegated broad supervisory responsibility for establishing a policy framework for the MSG Program.

(2) Assistant Deputy Commandant (ADC) for Plans, Policies, and Operations (Security). The Assistant Deputy Commandant for Plans, Policies, and Operations (Security) on behalf of the Deputy Commandant, Plans, Policies, and Operations is assigned the responsibility for establishing the policies, coordination, and

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supervision necessary to implement the MSG Program within the Marine Corps. The Assistant Deputy Commandant, Plans, Policies, and Operations (Security) will ensure that MSG Program policies and procedures are consistent with those of DOD.

(3) Branch Head, Homeland Defense, Security Division. The Branch Head, Homeland Defense, will assist the Assistant Deputy Commandant, Plans, Policies, and Operations (Security) on matters pertaining to the MSG Program. This officer will ensure that policies within the Program are consistent with those specified by the Commandant of the Marine Corps for the employment of security forces with respect to support to DOS.

(4) Head, Security Forces Interagency Section, Security Division. The Head, Security Forces Interagency Section, is the principal staff officer at Headquarters Marine Corps, concerned with the day-to-day coordination of issues affecting the MSG Program. This officer will monitor for the division the overall status of the program and will interface with all Departments within HQMC on matters concerning the MSG Program. The Security Forces Interagency Section will coordinate with MCESG to ensure that timely and effective support is provided.

(5) Commanding Officer, Marine Corps Embassy Security Group. The Commanding Officer, Marine Corps Embassy Security Group, is appointed by the Commandant of the Marine Corps, exercising command, less operational control, of MCESG Marines assigned to diplomatic facilities. This officer is responsible for the screening, training, assignment, administration, and logistical support of Marine Corps unique items, operational readiness and discipline of Marines assigned to MCESG. The Commanding Officer also commands all personnel assigned to MCESG.

(6) Commanding Officers, Marine Corps Embassy Security Group Regional Commands. Commanding Officers of Marine Corps Embassy Regional Commands, exercise command, less operational supervision, of Marine Security Guards assigned to missions in their respective regions. They are responsible to the Commanding Officer, Marine Corps Embassy Security Group for the training, personnel administration, operational readiness, logistical support, and discipline of Marines in their regions. They will advise the COM or principle officer, and other post management as appropriate, through the regional security officer, on the proper utilization, readiness, morale, welfare, safety, conduct, and appropriate living conditions of the Marine Security Guards assigned to each mission.

(7) The Marine Security Guard Security Augmentation Unit (MSAU) Commanding Officer. The Commanding Officer of the Marine Security Guard Security Augmentation Unit is based in Quantico, Virginia, and will report directly to the MCESG Commanding Officer and receive support from his staff. When deployed to any U.S. diplomatic facility overseas to augment post security, Marine Security

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Guard Security Augmentation Unit elements will be under COM authority, and all operational and tactical supervision, guidance, and employment will come from the RSO or other designated individual within the regional security office. (see annexes within the Implementing Directive of this MOA for additional information)

(8) Marine Security Guard Detachment Commander. A detachment commander (DetComdr) will be assigned by the Commanding Officer, Marine Corps Embassy Security Group, to command and administer each detachment and to supervise and control Marine Security Guards both on and off duty. The DetComdr is responsible to the COM or principle officer, through the mission's RSO or his/her designee for the effective utilization, readiness, safety, morale, conduct, and welfare of the detachment and to the Commanding Officer of the appropriate Marine Corps Embassy Security Group Regional Command for its effective administration, training, operational readiness, logistical support, and administration of discipline. The MSGs under the DetComdr are also under COM authority.

6. IMPLEMENTATION

a. Implementing Directive. This document's direction will be implemented via the Implementing Directive. The Implementing Directive will be authorized by the Assistant Deputy Commandant, Plans, Policies, and Operations (Security) for the Marine Corps and the DS Deputy Assistant Secretary for International Programs for the Department of State.

b. Implementing Directive Annexes. The Implementing Directive will be composed of annexes (unclassified and classified) to provide additional guidance for the execution of the MSG Program. Additional annexes may be added at any time with mutual concurrence between DOS and USMC.

c. Policy Directives. Policy directives pertaining to this Program, issued by either headquarters, must have the mutual concurrence of the United States Marine Corps and the Department of State.

7. REVIEW/APPROVAL

This Overview Directive to the MOA supersedes all previous agreements, and will be reviewed every five years, or at the request of either party. The Assistant Secretary of State for Diplomatic Security, and the Deputy Commandant, Plans, Policies and Operations, Headquarters Marine Corps, will negotiate resolution of any funding or operational issues not otherwise detailed in this agreement. Implementation is subject to availability of appropriated funds. This agreement is in force upon ratification by the designated representatives of the United States Marine Corps and the Department of State, whose signatures are affixed below.

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CHANGE TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
THE U.S. DEPARTMENT OF STATE
AND
THE UNITED STATES MARINE CORPS
FOR THE OPERATIONAL AND ADMINISTRATIVE SUPERVISION OF THE MARINE
SECURITY GUARD PROGRAM

IMPLEMENTING DIRECTIVE CHANGE

For the Department of State:

"Original Signed"

Gregory B. Starr

Acting Assistant Secretary of State for Diplomatic
Security and Director Bureau of Diplomatic
Security

Date: June 13, 2013

For the U.S. Marine Corps:

"Original Signed"

Richard T. Tryon

Lieutenant General

Deputy Commandant for
Plans, Policies and Operations

Date: June 13, 2013

June 28, 2013

1. AUTHORITY

The purpose of the Implementing Directive of this Memorandum of Agreement (MOA) is to provide the terms, relationships, conditions, and responsibilities of the U.S. Department of State (DOS) and the United States Marine Corps (USMC) in executing the Marine Security Guard (MSG) Program.

2. BACKGROUND

This Implementing Directive and its annexes /appendices provide the requisite detail to the MOA and the Overview Directive to ensure the efficient execution of the MSG mission. Additionally, they provide greater clarity and detail in the aspects necessary for the successful execution of the MSG Program. Adoption of the Implementing Directive and its annexes/appendices agreed to and signed by the Deputy Assistant Secretary of State (DAS) for International Programs (DS/DSS/IP) and the Assistant Deputy Commandant, Plans, Policies and Operations (PP&O) (Security Division) (PS) will allow timely policy updates and modifications to the MOA, ensuring that the MSG Program will remain responsive to the current world situations and emerging events. Policy directives pertaining to the MSG Program must have mutual concurrence of DOS and the USMC.

3. DISTRIBUTION

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The entire MOA, Overview Directive, Implementing Directive and the annexes/appendices will be posted on the Marine Security Guard Program (DS/SPC/MSG) intranet site. DOS and USMC equities will be notified and granted access to this information.

4. SUMMARY OF REVISION

The MOA replaces and supersedes any previous MOAs between DOS and the USMC regarding implementation of the MSG Program. This MOA promulgates the specific guidance for the execution of the MSG Program. The Implementing Directive will be reviewed on an annual basis, or at the request of either party.

5. CHANGES/MODIFICATIONS

Recommendations for modification of this MOA are invited and will be submitted to the Deputy Assistant Secretary of State for International Programs and the Assistant Deputy Commandant, Plans, Policies and Operations (Security Division), via the appropriate chain of command.

The following annex of the MOA Implementing Directive has been added and is in effect as of the date this Directive is signed by the signatory authorities:

Annex W

6. CERTIFICATION

This entire MOA continues in force with the above listed revisions and modifications of the "Implementing Directive" and supersedes all previously published versions of the listed annexes, upon ratification by the designated representatives of the Department and the Marine Corps, whose signatures are affixed below, the listed changes will take effect.

For U.S. Department of State: For the U.S. Marine Corps:

_____"Original Signed"_____
Robert A. Hartung
Deputy Assistant Secretary for
International Programs , Acting
Bureau of Diplomatic Security

_____"Original Signed"_____
Raymond F. Geoffroy
Assistant Deputy Commandant for
Plans, Policies and Operations
(Security Division)

Date: June 28, 2013

Date: June 27, 2013

Implementing Directive

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Annex A : Program Fiscal Responsibilities and Support
(Change Date: 05-05-11)

1. Purpose. To explain fiscal policies as they relate to supporting the MSG Program.

2. Fiscal Policy Overview

a. The MSG Program budget represents a unique intergovernmental relationship between the Department of State (DOS) and the U.S. Marine Corps (USMC) that requires shared funding responsibilities with regard to formulation, execution, and reconciliation. Due to this unique relationship, overhead charges allowable under the authority of the Economy Act will not be charged to the Marine Corps. All Marine Corps funding provided to the DOS in support of the MSG Program will be exempt from any overhead charges. MSG Detachments and

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Regional Commands are represented by the State Department and are not to be considered a separate agency.

b. The Marine Corps allocates appropriated funds under three categories to the MSG Program. Those appropriations are:

Operations and Maintenance - Marine Corps (OMMC) 5732;
Procurement - Marine Corps (PMC), for vehicle support, 5734;
Procurement Ammunition - Navy and Marine Corps (PANMC), 5735.

c. The allocated funds and their use are as follows:

(1) Function Code 5732 represents a single year appropriation and cannot be used to offset expenses incurred during the prior year. Only obligated funds from that particular year, which are held in a Miscellaneous Obligation account (M9), can be used for prior year obligations. If funds were not obligated by the end of that fiscal year, they will expire and will no longer be available for use.

(2) Function Codes 5734 and 5735: The PMC and PANMC appropriations are "multi-year" funds for the procurement of supplies and services. Expenditures made from these accounts are tracked separately within the Bureau of Diplomatic Security's Office of the Chief Financial Officer (DS/EX/CFO) under function codes 5734 and 5735.

(3) In the fourth quarter of each fiscal year, a Headquarters Marine Corps (HQMC) appointee, the Marine Corps Embassy Security Group (MCESG) Comptroller, a DS/EX/CFO Analyst, and the Bureau of Diplomatic Security's Marine Security Guard Staff (DS/SPC/MSG) Senior Budget Analyst will perform a joint assessment to determine the balance of funds. Any surplus funds in the 5732 account at the end of the fiscal year will be returned by DS/EX/CFO to HQMC, PP&O, PS. In the event that there is a remaining balance in the 5734 or 5735 accounts to be withdrawn in September of a given fiscal year, HQMC will be notified. Subsequently, HQMC will issue a Military Interdepartmental Purchase Request (MIPR) withdrawing the agreed upon amount. The acceptance of the MIPR should be returned by DS/EX/CFO to HQMC no later than September 15th of each fiscal year. In regard to the "multi-year" funds tracked under function codes 5734 and 5735, DOS will return any unobligated funding balance before the funds expire.

(4) Expenditure of the three appropriations supporting the MSG Program shall be coordinated with: Headquarters Marine Corps, Plans, Policies, and Operations (Security); the Headquarters, Marine Corps Embassy Security Group Comptroller; at the DS/EX/CFO level, in coordination with DS/IP/SPC/MSG; and the Marine Corps Systems Command (MCSC) in Quantico, Virginia.

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d. The Marine Corps will retain the Military Personnel, Marine Corps (MPMC) portion of the appropriations to pay for those costs which the Marine Corps has agreed to directly fund in accordance with this Memorandum of Agreement. DOS contributes funding for operational support, designated MSG equipment, and International Cooperative Administrative Support Services (ICASS), as specifically identified in the Annex A Funding Support Matrix.

e. MSG Program funding is sourced through the Marine Corps from the Department of Defense (DoD). The Marine Corps will provide funding to DOS at a base level established for fiscal year 1997 by an Economy Act order. This base level will be adjusted for subsequent years to take into account inflation, any exchange rate increases or decreases, and program expansion. Prior to the beginning of each fiscal year, MCESG HQs and DS/IP/SPC/MSG will review all annual budget submissions from the MSG detachments and MCESG Regional Commands. All Washington based funding requirements will also be reviewed at this time. Once both MCESG HQs and DS/IP/SPC/MSG agree to the total funding requirements, these will be submitted to HQMC (PP&O). Subject to the availability of funds each fiscal year, the Marine Corps will transfer the agreed amount of annual reimbursement less 5 percent to DOS within budgetary limits. The 5 percent retention will be maintained by HQMC to offset a potential Congressional rescission and/or unexpected expenses. After the mid-year review is completed, any remaining funds of the 5 percent retention will be forwarded to DOS in support of the MSG Program. DS/IP/SPC/MSG will coordinate with the Office of the Chief Financial Officer (DS/EX/CFO) for distribution of funding requirements to Financial Management Office (FMO) personnel at embassies and consulates to support the MSG detachments and MCESG regional headquarters.

f. Joint Federal Travel Regulations (JFTR) apply with regard to the expenditure of MSG Program funds for travel by the Marines. Official travel by DOS personnel in support of the MSG Program, will be executed in accordance with Federal Travel Regulations (FTR), Title 41, CFR Chapters 301-304, and as further delineated in 14 FAM 500, with reimbursement from USMC. USMC has the responsibility for programming and budgeting for the MSG Program appropriated funds. As a result, the USMC will need DOS audit information on the execution of the Program funds in order to properly program and budget future years.

g. DOS will expend funds associated with the MSG Program in accordance with all applicable DOS regulations and MCESG HQs concurrence. DoD terms and conditions will be incorporated into contracts to which DoD economy act moneys are being applied. The detachment commander (DetComdr) and the MCESG Regional Commander will participate in determining how MSG funds are to be spent. The Detachment Commander, or his/her representative, and the RSO will approve all non-recurring expenditures of MSG funds. Financial Management Technicians shall provide FMC-60 reports citing function code 5732 expenditures and status of funds quarterly, at a minimum, or upon request by the DetComdr.

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h. No MSG Program funds, excluding line-items listed in the Annex A Matrix, Section 9, are to be obligated without approval by the DetComdr. In the absence of the DetComdr, the MCESG Regional Commander is authorized to obligate a detachment's funds.

3. MSG Program Funding Categories. The Annex A Funding Support Matrix of this document addresses specific areas of the MSG Program budget. Any items or areas of support not specified in Annex A will require joint approval of DS/IP/SPC/MSG and MCESG HQs. MSG funding sections are as follows:

Section 1: Operations and Maintenance

Section 2: Administrative/Office Support

Section 3: Special Protective Equipment

Section 4: Travel Support

Section 5: Training Support

Section 6: ICASS Support

Section 7: Miscellaneous Support

Section 8: Equipment and Supplies provided by MCESG HQs

Section 9: MSG Program Categories (Washington-based)

Section 10: MSG Mission-Controlled Categories by
Object/Sub-Object Codes

4. Department of State Fiscal Responsibilities

a. DOS' responsibilities listed in the Annex A matrix are provided with reimbursement from the Marine Corps as annotated, except for long-term leases and U.S. Government-owned property, and maintenance and repair of such properties and other MSG related ICASS costs which DOS will fund directly without reimbursement from the Marine Corp

b. DOS will provide budget and financial accounting support and fiscal assistance to MCESG regional headquarters. USMC will reimburse DOS for contractual support personnel hired by the USMC at CONUS based facilities. Office space and office utilities are provided by DOS at no cost to the USMC.

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c. Payment for DOS responsibilities listed in Annex A, including those subject to Marine Corps reimbursement, is the responsibility of the DOS' local Financial Management Officer (FMO) at the mission to which the MSG is assigned or joined, as appropriate, or the Regional Finance Center when there is no FMO located at the mission to which assigned.

d. DS/IP/SPC/MSG will assign a dedicated financial specialist to administer and account for MSG funds globally.

e. The MCESG regional headquarters will review, approve, and return to the DetComdr all fiscal reports (New Fiscal Year, Mid-Year, and End of Year) before fiscal accounting cables are sent to DS/IP/SPC/MSG by the post FMO. Projected MSGQ costs associated with movement from off-compound to new on-compound MSGQ or from one lease location to another should be included in the MSG detachment annual budget request.

f. The post FMO will manage MSG accounts once annual advice-of-allotments are received, and provide all information pertaining to MSG accounts to the DetComdr.

g. The FMO at post will, at a minimum, provide a quarterly expense report to the DetComdr and if necessary, conduct meetings to reconcile any discrepancies as well as offer other fiscal information relating to the MSG detachment budget.

h. MSG program funds will be administered in accordance with Object/Sub-Object Codes outlined in the Annex A Matrix, Section 10.

i. DOS cannot transfer funds among the three (3) separate appropriations:

Operations and Maintenance - Marine Corps (OMMC);
Procurement - Marine Corps (PMC), for vehicle support; and
Procurement Ammunition - Navy and Marine Corps (PANMC).

Reprogramming of these appropriations must be requested and approved by HQMC (PP&O).

j. Should funding levels be inadequate to fully support the provisions of this agreement, and additional DOS funding is unavailable, DS/IP/SPC/MSG, after coordination with HQMC (PP&O) and MCESG HQs, will determine where shortfalls will have the least operational impact upon the overall MSG Program and inform MCESG HQs. Without additional USMC reimbursement, DOS will adjust funding levels accordingly to remain within budget.

5. Reporting Requirements

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a. On a quarterly basis, DS/IP/SPC/MSG will provide accounting reports for the following line-items of the MSG budget: Function Code 5732, (OMMC); Function Code 5734, (PMC); Function Code 5735, (PANMC); ; and Function Code 5624, (MEDEVAC Travel) reimbursements to HQMC (PP&O) and MCESG HQs.

b. All accounting reports will list the total amount of funds authorized, obligated, and liquidated for each detachment and MCESG regional headquarters by the cost categories listed in Sections 9 and 10 of this Annex's Funding Support Matrix and link those categories to the Marine Corps appropriations listed in paragraph 2b of this Annex.

c. DS/IP/SPC/MSG will provide the Marine Corps with detailed accounting reports that depict authorizations, obligations, and liquidations for each detachment and MCESG regional headquarters.

d. Reports will be submitted in accordance with the following schedule:

(1) First quarter allotments within seven weeks of the end of the reporting period;

(2) Second quarter (Mid-year) accounting of actual expenses based upon the mission reporting and Washington-based obligations within seven weeks of the end of the reporting period;

(3) Third quarter accounting update within seven weeks of the end of the reporting period; and

(4) Fourth quarter (End-of-year) accounting of actual expenses based upon the mission reporting and Washington-based obligations within seven weeks of the end of the fiscal year.

e. In an effort to obtain accurate and complete budgetary information relating to the administrative support provided to the MSG detachment, a coordinated effort conducted by the FMO, with input and concurrence by the DetComdr, RSO, and where collocated, the MCESG regional headquarters, is essential. In addition to the offices noted above, it may be beneficial to obtain input from the Information Management Office (IMO) and General Service Office (GSO)/Admin. This will provide the necessary opportunity for all elements involved with the MSG Program to assist in the preparation of each fiscal year's budgetary requirements as well as the quarterly accounting process.

f. Before the first day of September each year, DOS will also report to HQMC (PP&O) the total of projected unobligated funds or shortfalls for the current fiscal year to allow for appropriate adjustments to be made.

6. U.S. Marine Corps Fiscal Responsibilities

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a. The Marine Corps will provide funding to DOS at a level established for fiscal year 1997 by an Economy Act order. This base level will be adjusted in subsequent years to take into account inflation, any exchange rate increases or decreases, and MSG Program fluctuations. A Determination and Findings (D&F) authorizing the transfer of funding from DoD to DOS under the Economy Act will be completed each year.

b. The USMC will not provide funding above the base levels unless the Marine Corps receives additional funding specifically for supporting increases in the MSG Program.

c. At the Mid-Year Review or when DOS determines that the total annual cost for the categories listed in Annex A will exceed the USMC's budgeted base level, DOS will provide the USMC with estimates and supporting data. The USMC, with the support of DOS, will validate the amount and request the additional funds necessary to support the program. If the increase is approved, the USMC will provide DOS with the entire amount to support the MSG Program as delineated in this agreement.

7. Reimbursement Procedures

USMC agrees to pay DOS for the expenses mentioned in the MOA Annex A. DOS will collect funds from USMC via the Treasury Department's Intra-governmental Payment and Collection (IPAC) System. All services provided under this MOA are subject to the availability of funds.

USMC will provide its ALC contact or Accounts Payable (disbursing) office with documentation in support of any IPAC transactions applied to the agreement.

The following summary provides information about fiscal classification and points of contacts in both organizations:

Fiscal Classification

	DOS	USMC
Agency Locator Code (ALC):	19-00-0001	0006102
Fund cite (line of accounting):	19X0113H	N/A
DUNS Number:	138614792	DoDM00027
Obligation Number:	N/A	N/A
Treasury Account Symbol:	19-0113	017
Business Event Type Code:	COLL	N/A
Purchase Order Number:	N/A	N/A

Agency Financial Point of Contact

DOS	USMC
POC: William R. Terrini	POC: PP&O/PS,

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Budget & Resources Branch Head

Phone No.: 571-345-2197

E-mail: terriniwr@state.gov

Phone No.: 703-692-4239

Email: N/A

POC: MCESG, Group Comptroller

Phone No.: Same as Above

Phone No.: 703-432-0347

8. Realigning Funds.

DS/IP/SPC/MSG, with support from HQMC (PP&O), will process DOS requests for realignment during the Program Objective Memorandum (POM) cycle, which usually requires a two-year notice. When DOS requests realignment during the year of execution, the USMC will attempt to internally realign funds to meet mission requirements or seek additional funds from other programs.

9. Funding Guidance for Residential Leases

a. A direct transfer of MSG Program funds to Overseas Buildings Operations (OBO) for the costs of short-term leases (STLs) will occur at the headquarters level. Allotments for STLs will be provided to each mission via an OBO budget code. Obligations against these funds will be further detailed in the mission's budget submissions as follows:

(1) Housing-MSGQ lease;

(2) Housing-Residential leases for DetComdr and T/O-designated A/DetComdr, where applicable; and

(3) Housing-Residential leases for MCESG regional headquarters personnel.

b. Conversion of existing government-owned or long-term leased MSGQ residences to short-term leased residences must be approved by HQMC (PP&O).

c. If replacement of a government-owned or long-term leased MSG residence is proposed on a STL basis, the following administrative requirements must be accomplished prior to signing new leases and obligating USMC funding:

(1) Supporting data justifying the conversion to a STL will be provided to HQMC (PP&O) for review, validation, and approval;

(2) Sufficient funding within the Marine Corps' budgeted base level must be available; and

(3) DS/IP/SPC/MSG will obtain clearance from HQMC. The format outlined in 15 FAM Exhibit 321 will be followed.

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d. All STLs will be approved by DS/IP/SPC/MSG and the MCESG regional headquarters via the DetComdr, RSO, and GSO before renewal of an existing STL or the acquisition of any new residence.

e. All leases for existing MSGQ residences will be reviewed by post at least 24 months prior to expiration to determine if future relocation or lease re-negotiation is required and to allow adequate lead-time to negotiate subsequent leases, as required.

f. These lease renewal procedures will ensure the MSG Program stays within overall budget and all physical security standards, including any necessary waivers, are met in accordance with the 12 FAM.

g. OBO normally will not enter into long-term lease agreements (unless there are extenuating circumstances), as it is not in the best interest of the U.S. Government. All lease agreements, in respect to length, negotiated at post, should be the most advantageous to the U.S. Government and the USMC. Any lease agreement must stipulate availability to break the lease due to unexpected circumstances. Landlords have responsibility for all normal maintenance and repairs. Leases are subject to availability of funding.

h. Based on the aforementioned fiscal realities, the following procedures are to be followed by post officials prior to signing new leases and committing USMC funding:

(1) Inform MCESG Regional Commanders of new lease searches/re-negotiations at least 24 months prior to the expiration of an existing lease;

(2) New lease agreements should not exceed 110% of the existing lease price plus reasonable inflation and market value increases;

(3) Negotiate leases in the currency most advantageous to the U.S. Government;

(4) Immediately, notify both DS/IP/SPC/MSG and MCESG HQs (via the MCESG regional headquarters) should lease negotiations fall outside the prescribed parameters. In turn, HQMC (PP&O) and OBO, in coordination with DS/IP/SPC/MSG and MCESG HQs, will revalidate the proposed lease and seek an amicable funding solution, or if that fails, recommend continued searching for alternate housing; and

(5) DOS provides, with reimbursement from USMC OMMC (5732 funds), for all routine maintenance (including grounds care) not covered in the lease agreement for all MCESG short-term leases. Building Operating Expenses (BOE) (as defined in 15 FAM 121 Definitions) (to include grounds care) for government-owned and long-term leased residences occupied by MCESG personnel are charged to post-held DCP funds with the exception of those areas specifically identified on

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the Annex A Funding Support Matrix (e.g. utilities, household cleaning supplies, paper products, pest control, etc.). Routine maintenance and repair of government-owned and long-term leased residences occupied by MCESG personnel are charged to the Bureau of Overseas Buildings Operations (OBO) function code 7901.

10. Procurement Accounting

a. For PMC and PANMC funding, DOS will provide the USMC with estimates for vehicle, ammunition, and other equipment costs at least four months prior to the start of each fiscal year.

b. In addition to established accounting reporting requirements, with the annual accounting report, DOS will provide actual purchase and shipping cost information, by mission, for vehicles and equipment, and the percentage of actual ammunition purchase and shipping costs attributable to the MSG Program.

11. Pay and Allowances

a. The Marine Corps will retain the MPMC portion of the appropriations to pay for those costs which the Marine Corps has agreed to directly fund in accordance with this Memorandum of Agreement.

b. Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA) will be directly funded by the Marine Corps.

c. Basic Allowance for Subsistence (BAS) and Cost of Living Allowance (COLA). The Marine Corps will directly fund subsistence entitlements and COLA entitlements for all Marine Corps personnel.

d. Temporary Lodging Allowance (TLA). The Marine Corps will assume obligation for payments of any TLA incident to the assignment of Marines to MSG detachments or MCESG regional headquarters abroad as authorized by the JFTR, Volume I.

e. All pay, allowances, and permanent change-of-station (PCS) travel costs for Marines and their eligible family members (EFMs), and all travel costs for officers, are chargeable to the Marine Corps using MPMC appropriation.

f. All payment of entitlements mentioned in preceding paragraphs 10 (a)–(e) are the responsibility of the Defense Finance and Accounting Service, Kansas City Center.

12. Civilian Clothing

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a. The Marine Corps will provide a civilian clothing allowance to enlisted MSGs, first sergeants, and enlisted administrative personnel at all MCESG Regional Command headquarters. In addition, MCESG Regional Command officers based outside the United States also rate the civilian clothing allowance. The cost per individual will be the current allowable rate determined by DoD Instruction 1338.18.

b. Supplementary clothing issues may be authorized for Marines who are transferred, as a result of program needs, to missions with substantially different clothing demands.

c. Following the transfer, the gaining MCESG Regional Commander is authorized to endorse the supplementary replacement issue using established DOS standardized regulations listing climate zones by mission. The Marine Corps will directly fund supplementary clothing costs.

13. Educational Requirements for Eligible Family Members

a. The Department of Defense Educational Activity (DoD EA) is the agency responsible for providing fiscal data and enrollment assistance for the educational requirements for minor children of Marine officers, DetComdrs, and T/O designated A/DetComdrs, and eligible Marines assigned to MCESG regional headquarters. (See Annex P)

b. Under no circumstances will 5732 funds be used to pay for EFM or Marine educational requirements other than language training as listed on the Annex A Funding Support Matrix. Language training costs must be submitted on the MSG detachment annual budget submission and approved by the MCESG Regional Command headquarters and MCESG HQs. On a space available basis, family members may be allowed to attend language training, when the MSG Program incurs no additional cost.

14. Settlement of Outstanding Accounts

a. In cases where MSGs have departed the mission of assignment with outstanding accounts receivable to the U.S. Government by themselves or their EFMs, DS and the USMC will make every effort to obtain restitution.

b. Details concerning outstanding accounts receivable should be forwarded to the Branch Chief, DS/IP/SPC/MSG, and the Commanding Officer, MCESG, Quantico, Virginia, for appropriate action.

15. Procedures for Conducting an Independent Audit of Funds

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a. At a minimum of every 5 years, or at the request of either agency, USMC and DOS will submit to an independent audit of funds utilized in support of the Program.

b. Funding for the audit will be sourced by USMC and DOS. Results will be furnished to the senior leadership within the Marine Corps and DOS.

c. The auditing agency will be mutually agreed upon by both USMC and DOS.

Section 1. Operations and Maintenance (MSGQ, DetComdr, T/O designated Assistant DetComdr, and MCESG Regional Headquarters Personnel Residences)

a. Residential Support

(1) Leases

Short-Term Lease		MSG Program	yes	OBO	Direct transfer of MSG Program funds to Overseas Buildings Operations (OBO) occurs at the Washington DC level
Long-Term Lease		OBO	no	OBO	
Government Owned Property		OBO	no	N/A	

(2) Utilities (electric, gas, diesel, oil, water, firewood, sewage, trash removal, etc.)

Short-Term Lease	5732	MSG Program	yes	DS/IP/SPC/M SG	
Long-Term Lease	5732	MSG Program	yes	DS/IP/SPC/M SG	
Government-Owned Property	5732	MSG Program	yes	DS/IP/SPC/M SG	

(3) Building Operating Expenses (BOE) and Maintenance and Repair (M/R)

Short-Term Lease (Including grounds, swimming pool, chemicals and cleaning, and snow removal)	5732	MSG Program	yes	DS/IP/SPC/M SG	Amounts over \$2,000 must be approved by the MCESG Regional Command. See 15 FAM Exhibit 341B, Model Standard Lease, Article Seven
BOE for Government-owned and Long-term Leased Properties (Including grounds, swimming pool, chemicals and cleaning, and snow removal)	N/A	Post-held DCP funds	no	Regional Bureau	
Routine M/R for Government-owned and Long-term Leased Properties	7901	OBO	no	OBO	
Household Cleaning Supplies	5732	MSG Program	yes	DS/IP/SPC/M SG	MSGQ and MCESG regional clerk's residence
Paper Products	5732	MSG Program	yes	DS/IP/SPC/M	MSGQ and MCESG regional clerk's residence

				SG	
Pest Control	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided to all Marine residences
Water purifiers and/or potable (bottled) drinking water	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided to all Marine residences, does not include mineral water
MSGQ, Janitorial and Custodial Services	N/A	N/A	no	MSG detachment	If utilized, funded by the MSG detachment
Cooks	N/A	N/A	no	MSG detachment	If utilized, funded by the MSG detachment
Cooks Semi Annual Physical Exam	5732	MSG Program	yes	DS/IP/SPC/M SG	
Telephone, Hook-up and Official Calls	5732	MSG Program	yes	DS/IP/SPC/M SG	For all Marine residences. Individual Marine pays for personal calls
Computer Equipment at MSGQ	5732	MSG Program	yes	DS/IP/SPC/M SG	DetComdr, T/O designated Assistant DetComdr must provide his/her own computer at his/her residence
Internet	5732	MSG Program	yes	DS/IP/SPC/M SG	MSGQ only, funds provide for initial hook-up and monthly service fee, Individual Marine must pay any user fee
AFN Satellite Decoders and Installation	5732	MSG Program	yes	DS/IP/SPC/M SG	

(4) Furniture/Furnishings

Living Room Furniture	5732	MSG Program	yes	DS/IP/SPC/M SG	Dept of State Furniture Contract GS 27F-U0001 (see note #6)
Family Room/Den Furniture	5732	MSG Program	yes	DS/IP/SPC/M SG	Dept of State Furniture Contract GS 27F-U0001 (see note #6)
Dining Room Furniture	5732	MSG Program	yes	DS/IP/SPC/M SG	Dept of State Furniture Contract GS 27F-U0001 (see note #6)
Bedroom Furniture	5732	MSG Program	yes	DS/IP/SPC/M SG	Dept of State Furniture Contract GS 27F-U0001 (see note #6)
Bar Area Furniture	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided for MSGQ
Patio Furniture	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided for MSGQ, DetComdr, T/O designated Assistant DetComdr, and MCESG regional personnel
Major Appliances: Refrigerators, Freezers, Dish Washers, Washing Machines, Dryers,	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided to all Marine residences

Cooking Ranges, Water Filtration Systems, Etc.					
Small Appliances: Irons, Toasters, Coffee Pots, Vacuums, Blenders, Food Processor, Microwaves, Televisions, Stereo Systems, VCRs, etc	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided for MSGQ and MCESG regional clerk's residences. DetComdr, T/O designated Assistant DetComdr, and other MCESG regional staff are responsible for providing their own small appliances, TV, Stereo System etc. Note: appliances are provided for common use areas in the MSGQ, not for individual rooms
Household Service Kit which includes: Chinaware, Flatware, Utensils, Linen, Pots and Pans, Kitchen and Bathroom Accessories, Cleaning Equipment, etc.	5732	MSG Program	yes	DS/IP/SPC/M SG	MSGQ and MCESG regional clerk's residences
Curtains, Shades, Drapes	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided to all Marine residences
Black Out Curtains	5732	MSG Program	yes	DS/IP/SPC/M SG	MSGQ Only
Carpets, Floor Coverings, including wall to wall	5732	MSG Program	yes	DS/IP/SPC/M SG	Provided to all Marine residences

b. Vehicle/Transportation Support

MSG Vehicle Replacement	5734	MSG Program	yes	DS/IP/SPC/M SG	Funds sent via separate allotment or procured thru GSA. The Armored Vehicle Working Group utilizing the Vehicle Condition Report (VCR) determines replacement based on priority
Vehicle Armoring	5734	MSG Program	yes	DS/IP/SPC/M SG	
Vehicle Armoring/Parts	5732	MSG Program	yes	DS/IP/SPC/M SG	
Vehicle Armoring Repairs	N/A		no	DS/PSP/DEAV	
Vehicle Shipping	5732	MSG Program	yes	DS/IP/SPC/M SG	
Vehicle Maintenance and Repair	5732	MSG Program	yes	DS/IP/SPC/M SG	
Vehicle Fuel/Lubricants	5732	MSG Program	yes	DS/IP/SPC/M SG	

Rental Vehicle	5732	MSG Program	yes	DS/IP/SPC/M SG	Detachments are not authorized the reimbursement for a rental vehicle without prior approval from the MCESG Regional Command
Taxi/Trams/Subways, etc.	5732	MSG Program	yes	DS/IP/SPC/M SG	Taxi will only be utilized for official business and as a last resort when no other transportation means are available
MSG Vehicle Driver Support to include Salary, Overtime, Bonus, Severance Pay, etc.	5732	MSG Program	yes	DS/IP/SPC/M SG	

Section 2. Administrative/Office Support

Telephones (official calls)	5732	MSG Program	yes	DS/IP/SPC/MSG	
Office Supplies	5732	MSG Program	yes	DS/IP/SPC/MSG	
Office Furniture and Equipment	5732	MSG Program	yes	DS/IP/SPC/MSG	
Pagers/Cellular Phones	5732	MSG Program	yes	DS/IP/SPC/MSG	
Secure Hand Held Radios and associated equipment	See Remarks				New requirements funded with 5732 replacement requirements provided by Radios Programs Branch
Computers/Printers/Copiers	5732	MSG Program	yes	DS/IP/SPC/MSG	
Office Utilities		ICASS	no	Regional Bureau	
Pouch Services	5732	MSG Program	yes	DS/IP/SPC/MSG	
Building Operating Expenses		ICASS	no	Regional Bureau	
Internet Service Fees	5732	MSG Program	yes	DS/IP/SPC/MSG	
File Cabinets	5732	MSG Program	yes	DS/IP/SPC/MSG	
Safes	5732	MSG Program	yes	DS/IP/SPC/MSG	
Storage Shelves	5732	MSG Program	yes	DS/IP/SPC/MSG	
Detachment commander Office Space		ICASS	no		Provided by Department of State without reimbursement from USMC
MCESG Regional Command Office Space		ICASS	no		Provided by Department of State without reimbursement from USMC
Office Maintenance and Repair (M&R)			no		Office M&R is an OBO responsibility for Government Owned and Long-Term leased buildings and a Landlord responsibility for Short-Term leased buildings

Section 3. Special Protective Equipment

(Where Applicable, Items Listed by Catalog Number from DS Approved Special Protective Equipment Catalog)

Note: All SPE items are subject to availability and approval from DS/PSP/DEAV. Prior to ordering, RSO should contact DEAV to get approval, determine availability, and current price.

Catalog #ACC100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC110	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC111	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC112	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC125	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC130 AND 131	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC135	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC170	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC175	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC205	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC220	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC225	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC230	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC235	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC260	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC265	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC270	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC275	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM115	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM117	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM120	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM125	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM130	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM135	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM140	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM145	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM150	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM155	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM160	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post

Catalog #AMM175	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #AMM180	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC640	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #ACC645	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN99	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN110	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN120	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN200	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN210	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN230	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN300	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN310	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN320	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN400	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN420	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN 430	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN 440	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN600	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN610	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #CLN640	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG110	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG111	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG200	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #RNG201	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN100	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN160	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN300 (USMC variant)	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN350	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN355	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Catalog #WPN360	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
Labor and Parts (Maintenance and Repair)	5732	MSG Program	yes	DS/PSP/DEAV	RSO requests at Post
SPE Storage Containers with Pullout Cart	5732	MSG Program	yes	DS/IP/SPC/MSG	RSO requests at Post from DS/IP/SPC/MSG
Safes, Two and Four Drawer	5732	MSG Program	yes	DS/IP/SPC/MSG	RSO requests at Post from DS/IP/SPC/MSG

SPE Wall Storage Rack	5732	MSG Program	yes	DS/IP/SPC/MSG	RSO requests at Post from DS/IP/SPC/MSG
Key Storage Cabinet	5732	MSG Program	yes	DS/IP/SPC/MSG	RSO requests at Post from DS/IP/SPC/MSG

Section 4. Travel Support

MSG Rotational Travel	N/A	USMC	Direct USMC funded	MCESG S-1	
MSG VIP Travel Support	5746	MSG Program	See note	DS/IP/SPC/MSG	POTUS, VPOTUS and SECSTATE reimbursed by the Marine Corps. Coordinated with MSG Branch and MCESG, S-1 Initially 5732 funds can be used and reimbursed with 5746 funds
FamFire/Per Diem	5732	MSG Program	yes	DS/IP/SPC/MSG	Authorized at selected posts
Special TAD Travel/Per Diem	5732	MSG Program	yes	DS/IP/SPC/MSG	Only authorized for designated MSG detachments, must obtain approval from MCESG, S-1 prior to using
MSG Temporary Duty (TAD) Assignments	5732	MSG Program	yes	DS/IP/SPC/MSG	
Travel MSG Dependents	N/A	USMC	Direct USMC funded	MCESG S-1	
Administrative Travel (USMC Matters)	N/A	USMC	Direct USMC funded	MCESG S-1	Official travel directed by MCESG
MSG Emergency Leave Travel	N/A	USMC	Direct USMC funded	MCESG S-1	
Medical Evacuations (Medivac) (Medical/Dental)	5732	MSG Program	yes	M/MED	A direct transfer of MSG Program funds to the Office of Medical Services for the cost of medical evacuation (travel and per diem only) will occur at the Wash DC level

Section 5. Training Support

Contract Speakers/spouse training	5732	MSG Program	yes	DS/IP/SPC/MSG	Conducted at MCESG HQs, Quantico
Language Training	5732	MSG Program	yes	DS/IP/SPC/MSG	Must be submitted on the MSG detachment annual budget submission and approved by

					the MCESG Regional Command and MCESG HQ. On a space available basis, family members may be allowed to attend if no additional cost is incurred by the MSG Program. Costs for DOS Distance Learning courses incurred by the Marine or his/her authorized dependent(s) will be borne by the individual Marine.
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Section 6. ICASS Support

DetComdr, T/O designated Assistant DetComdr and MCESG Regional Command Office Utilities	ICASS	no	Regional Bureau
DetComdr, T/O designated Assistant DetComdr and MCESG Regional Command Office Building Operating Expenses	ICASS	no	Regional Bureau
DetComdr, T/O designated Assistant DetComdr and MCESG Regional Command Office Space	ICASS	no	Regional Bureau
ICASS Administrative Assistance	ICASS	no	Regional Bureau
Post Health Unit Support	ICASS	no	Regional Bureau

Section 7. Miscellaneous Support

Meals Ready to Eat (MRE)	N/A	State Department	no	Acquisitions	Provided to all personnel assigned to Post
Local Medical/Dental Care	N/A	DoD/Tricare			
MSG Dependent Medical Care	N/A	DoD/Tricare			
Temporary Lodging Allowance	N/A	USMC	Direct USMC funded	MCESG PersO	As authorized by the Joint Federal Travel Regulation
MSG Pay/Civilian Clothing Allowances	N/A	USMC	Direct USMC funded	MCESG PersO	
Dependent Educational Allowances	N/A	DODEA		DAO	Defense Attache Office can assist/if further assistance required contact DS/IP/SPC/MSG (See Annex P)
Cost of Living Allowance (COLA)	N/A	USMC	Direct USMC funded	MCESG PersO	USMC directly funds COLA entitlements
Basic Allowance for Housing	N/A	USMC	Direct USMC	MCESG PersO	USMC directly funds BAH allowance

(BAH)			funded		
Basic Allowance for Subsistence (BAS)	N/A	USMC	Direct USMC funded	MCESG PersO	USMC directly funds BAS allowance
MSG Program Regional Workshops	5732	MSG Program	yes	DS/IP/SPC/M SG	Only applies to DS/IP/SPC/MSG participation, MSG costs paid by USMC, spouse attendance paid at individual's expense
Other Logistical Support for MSG School	5732	MSG Program	yes	DS/IP/SPC/M SG	Funds provided by separate allotment

Section 8. Equipment and Supplies Provided by Marine Corps Embassy Security Command, Quantico

Black Gear

Belt Keepers 4	N/A	USMC	Direct USMC funded	MCESG S-4	
Case, Handcuffs	N/A	USMC	Direct USMC funded	MCESG S-4	
Belt, Duty	N/A	USMC	Direct USMC funded	MCESG S-4	
Belt Liner	N/A	USMC	Direct USMC funded	MCESG S-4	
Range Key Holder	N/A	USMC	Direct USMC funded	MCESG S-4	
Mace Holder	N/A	USMC	Direct USMC funded	MCESG S-4	
Holster RH/LH	N/A	USMC	Direct USMC funded	MCESG S-4	
Double Magazine Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Collapsible Baton	N/A	USMC	Direct USMC funded	MCESG S-4	

Response Gear

LBV Holster AMBI	N/A	USMC	Direct USMC funded	MCESG S-4	
Extender Holster	N/A	USMC	Direct USMC funded	MCESG S-4	
MCU-2 Gas Masks, Hoods, and Filters	N/A	USMC	Direct USMC funded	MCESG S-4	
Individual First Aid Kit (IFAK)	N/A	USMC	Direct USMC	MCESG S-4	

			funded		
Thumb Strap System	N/A	USMC	Direct USMC funded	MCESG S-4	
Helmet Cover	N/A	USMC	Direct USMC funded	MCESG S-4	
Load Bearing Vest (LBV)	N/A	USMC	Direct USMC funded	MCESG S-4	
Canteen with NBC Cap, Cup, and Cover	N/A	USMC	Direct USMC funded	MCESG S-4	
Belt Cart	N/A	USMC	Direct USMC funded	MCESG S-4	
PASGT Helmets/Covers/ Strap Chin/Headbands GT/Para or Light Weight Helmet (LWH) as LWH's are phased in to the USMC	N/A	USMC	Direct USMC funded	MCESG S-4	
Vest, Interceptor	N/A	USMC	Direct USMC funded	MCESG S-4	
Shotgun Shell Case LBV	N/A	USMC	Direct USMC funded	MCESG S-4	
Radio Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Canister Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Multi Purpose Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
LBV Backpack	N/A	USMC	Direct USMC funded	MCESG S-4	

Redundant/NBC Gear

NBC Suit with Boots and Gloves	N/A	USMC	Direct USMC funded	MCESG S-4	
NBC Masks (MCU 2 and M40s)	N/A	USMC	Direct USMC funded	MCESG S-4	
Radio interface	N/A	USMC	Direct USMC funded	MCESG S-4	
NAAK M1	N/A	USMC	Direct USMC funded	MCESG S-4	
M291 decontamination kit	N/A	USMC	Direct USMC	MCESG S-4	

			funded		
M256A1, detection kit	N/A	USMC	Direct USMC funded	MCESG S-4	
JSList, blouse	N/A	USMC	Direct USMC funded	MCESG S-4	
JSList, trouser	N/A	USMC	Direct USMC funded	MCESG S-4	
Cana Diazepam Injection	N/A	USMC	Direct USMC funded	MCESG S-4	
Training, M256 Kit	N/A	USMC	Direct USMC funded	MCESG S-4	
Gloves, Protective, Action	N/A	USMC	Direct USMC funded	MCESG S-4	
Boots, Lightweight, Action	N/A	USMC	Direct USMC funded	MCESG S-4	
Tychem F Suit	N/A	USMC	Direct USMC funded	MCESG S-4	
Elmo lyte	N/A	USMC	Direct USMC funded	MCESG S-4	
MCU-2A/P	N/A	USMC	Direct USMC funded	MCESG S-4	
M-40A1, Mask	N/A	USMC	Direct USMC funded	MCESG S-4	
Audio Amplifier/M7	N/A	USMC	Direct USMC funded	MCESG S-4	
C2A1, Canister, Chemical	N/A	USMC	Direct USMC funded	MCESG S-4	
Second Skin, M40A1	N/A	USMC	Direct USMC funded	MCESG S-4	
Training NBC Saratoga Suit	N/A	USMC	Direct USMC funded	MCESG S-4	
Training NBC Gloves	N/A	USMC	Direct USMC funded	MCESG S-4	
Training NBC Boots	N/A	USMC	Direct USMC funded	MCESG S-4	
Training NBC Tychem F	N/A	USMC	Direct USMC funded	MCESG S-4	
Training NBC JSList Suit	N/A	USMC	Direct USMC funded	MCESG S-4	

Miscellaneous Supplies and Equipment

Bottle Assembly CLP	N/A	USMC	Direct USMC funded	MCESG S-4	
Rifle 7.62 M-14 Dem	N/A	USMC	Direct USMC funded	MCESG S-4	For ceremonial use, cannot be fired
Patch Swab Small Arms	N/A	USMC	Direct USMC funded	MCESG S-4	
Brush Cleaning M-14	N/A	USMC	Direct USMC funded	MCESG S-4	
Sling M-14 DEM	N/A	USMC	Direct USMC funded	MCESG S-4	
Bore Brush 9MM	N/A	USMC	Direct USMC funded	MCESG S-4	
Rod Clean Sm Arms M14	N/A	USMC	Direct USMC funded	MCESG S-4	
Swab Holder Section M14	N/A	USMC	Direct USMC funded	MCESG S-4	
Case, Lubricant M14	N/A	USMC	Direct USMC funded	MCESG S-4	
Patch, Cleaning M14	N/A	USMC	Direct USMC funded	MCESG S-4	
Pistol, 9 mm	N/A	USMC	Direct USMC funded	MCESG S-4	
Night Vision Device	N/A	USMC	Direct USMC funded	MCESG S-4	
Chemical Light Green	N/A	USMC	Direct USMC funded	MCESG S-4	
Chemical Light Yellow	N/A	USMC	Direct USMC funded	MCESG S-4	
Case Flag	N/A	USMC	Direct USMC funded	MCESG S-4	
Flagstaff Colors	N/A	USMC	Direct USMC funded	MCESG S-4	
Flag Staff Guidon	N/A	USMC	Direct USMC funded	MCESG S-4	
Stand Flagstaff	N/A	USMC	Direct USMC funded	MCESG S-4	

Guidon Flag USMC	N/A	USMC	Direct USMC funded	MCESG S-4	
Flag Organizational	N/A	USMC	Direct USMC funded	MCESG S-4	
Flag Harness White	N/A	USMC	Direct USMC funded	MCESG S-4	
Spearhead Section	N/A	USMC	Direct USMC funded	MCESG S-4	
Flag National Post	N/A	USMC	Direct USMC funded	MCESG S-4	
Reflective Vest	N/A	USMC	Direct USMC funded	MCESG S-4	
Case, Small Arms Amm	N/A	USMC	Direct USMC funded	MCESG S-4	
NCO sword	N/A	USMC	Direct USMC funded	MCESG S-4	
Belt, Individual, Equip, (Med)	N/A	USMC	Direct USMC funded	MCESG S-4	
Radio Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Adapter Alice Clip	N/A	USMC	Direct USMC funded	MCESG S-4	
Set Buckle MOLLE	N/A	USMC	Direct USMC funded	MCESG S-4	
Utility Belt	N/A	USMC	Direct USMC funded	MCESG S-4	
Double Magazine Pouch 9mm	N/A	USMC	Direct USMC funded	MCESG S-4	
Hydration System	N/A	USMC	Direct USMC funded	MCESG S-4	
9mm Magazine Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Headband GT/PARA SM-LG	N/A	USMC	Direct USMC funded	MCESG S-4	
Insert Small Arms P	N/A	USMC	Direct USMC funded	MCESG S-4	
Insert Small Arms P	N/A	USMC	Direct USMC funded	MCESG S-4	
Insert Small Arms P	N/A	USMC	Direct USMC	MCESG S-4	

			funded		
Insert Small Arms P	N/A	USMC	Direct USMC funded	MCESG S-4	
Baton Carrier	N/A	USMC	Direct USMC funded	MCESG S-4	
Case, Hand Cuff	N/A	USMC	Direct USMC funded	MCESG S-4	
Retractable Key Chain	N/A	USMC	Direct USMC funded	MCESG S-4	
8MM VCR Playback	N/A	USMC	Direct USMC funded	MCESG S-4	
Surefire Flashlight	N/A	USMC	Direct USMC funded	MCESG S-4	
Conversion Kit	N/A	USMC	Direct USMC funded	MCESG S-4	
Digital Camera	N/A	USMC	Direct USMC funded	MCESG S-4	
8MM Cassette Cleaner	N/A	USMC	Direct USMC funded	MCESG S-4	
Admin. Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Canister Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Shotgun Shell Pouch W/F	N/A	USMC	Direct USMC funded	MCESG S-4	
Shot Gun Shell Case	N/A	USMC	Direct USMC funded	MCESG S-4	
Multi-purpose Pouch	N/A	USMC	Direct USMC funded	MCESG S-4	
Incline/Flat Bench	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Leg Extension/Leg Curl	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Seated Preacher Curl	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Slant Board Sit Up	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Bicycle Exercise	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized

Olympic Weight Bar	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Weight Plates 2.5/5/10/25/35/45 lbs	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Weight Tree Plates	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Billiards Table, Balls, and Equipment	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Mattress Gym	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Foosball Table	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Bench Press Adjustable	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Curl Bar Olympic	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Bag Body Training	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Belt Weightlifting	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Ping Pong Table/Paddles/Balls/Equipment	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Treadmill	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Dumbbell Rack	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Leg and Thigh Press	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Weightlifting Straps	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Dip Belt	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Chevron Sgt/Cpl Plastic	N/A	USMC	Direct USMC funded	MCESG S-4	
Chevron Sgt/Cpl Blue	N/A	USMC	Direct USMC funded	MCESG S-4	
Baton Training Bags	N/A	USMC	Direct USMC funded	MCESG S-4	
Supply Catalog	N/A	USMC	Direct USMC	MCESG S-4	

			funded		
INDOOR SIMULATED MARKSMANSHIP TRAINER (ISMT)	N/A	USMC	Direct USMC funded	MCESG S-4	
ISMT Weapons	N/A	USMC	Direct USMC funded	MCESG S-4	For use with ISMT Trainer, does not fire live ammo
Bicycles, Rough Terrain	N/A	USMC	Direct USMC funded	MCESG S-4	5732 may be utilized
Urinalysis Supplies	N/A	USMC	Direct USMC funded	MCESG S-4	
Suitcases	N/A	USMC	Direct USMC funded	MCESG S-4	Requested from S-4, only authorized for Regional Command staff

Notes:

1. Function Code 5732 – Funds that are transferred from DoD/USMC to Department of State (DS/IP/SPC/MSG) for Administrative Support of the MSG Program.
2. Function Code 5734 – Funds that are transferred from DoD/USMC to DOS for vehicle support.
3. Function Code 5735 – Funds that are transferred from DoD/USMC to DOS for ammunition.
4. Function Code 5746 - Funds that are transferred from DoD/USMC to Department of State (DS/IP/SPC/MSG) to cover costs associated with the temporary duty of MSGs in support of official POTUS, VPOTUS, and SECSTATE travel support.
5. Function Code 5624 – Funds provided by M/MED for travel costs and per diem associated with medical and dental care, reimbursed by the Marine Corps.
6. Operations and Maintenance, Marine Corps (OMMC) – Post has the flexibility to transfer funds within this category from one item to another to cover budget requirements as needed.
7. Vehicle Procurement - When local procurement is requested, post must make every attempt to purchase a U.S. manufactured vehicle or a vehicle from a U.S.

Affiliated Company. Exceptions will only be granted when post can provide strong justification and approval granted by DS/IP/SPC/MSG and A/LM/OPS/SL/MV.

8. Driver Support – Post is required to stay within the annual amount allocated for MSG driver support, approval must be obtained from DS/IP/SPC/MSG to exceed this amount.

9. Furniture Procurement - When purchasing furniture for the MSGQ, DetComdr, T/O designated Assistant DetComdr and MCESG regional personnel residences, Department of State Household Furniture Contract GS 27F-U0001 should be utilized, especially for large furniture orders. Exceptions to this must be approved by DS/IP/SPC/MSG. For replacement of individual items, local procurement is authorized when it is cost effective.

10. Exception Purchases – Post must contact DS/IP/SPC/MSG when requesting items not identified from the above list. DS/IP/SPC/MSG will coordinate these Requests with MCESG HQs to determine if the purchase is authorized and funding is available.

11. Internet Costs – MSG Program funds will pay the monthly service charge. The individual Marines must pay any phone/user fees.

12. Telephone charges - MSG Program funds pays for official calls, individual Marines are responsible for payment of personal calls.

13. Cable/Satellite TV - MSG Program funds will pay the initial setup costs and monthly service fees, the Individual Marines are responsible for payment of pay per view channels and specially charged events offered by the cable network such as sports, movies, etc.

14. Video Tape and DVD Movies – The individual Marine is responsible for purchasing or renting the movie.

15. Proceeds of Sale, MSG Property funded with 5732 Funds – Post submits an OF-158 form to DS/IP/SPC/MSG with all the necessary information (exchange rate, USA equivalent, fiscal data, etc.). The form is submitted to RM and DS/IP/SPC/MSG receives proper credit for the proceeds of sale.

16. Proceeds of Sale, MSG Vehicle - A *Form* DS-1559 form (Authorization for Disposal of Vehicles) must be issued by A/LM/OPS/SL/MV. This is routinely sent by A/LM/OPS/SL/MV upon shipment to post of a replacement vehicle or on notification from post that a vehicle has been locally procured. The *Form* DS-1559 will include the following information (year, make and model, type and vin) and should be pre-printed on the form when received at post. Post will complete all other additional information including gross proceeds, fiscal data, etc.). The form is forwarded to A/LM/OPS/SL/MV and DS/EX/CFO, a copy is also sent to DS/IP/SPC/MSG. Once the *Form* DS-1559 is received by DS/IP/SPC/MSG, it is forwarded to A/LM/OPS/SL/MV for validation, forwarded to RM and DS/IP/SPC/MSG will receive proper credit for the proceeds of sale.

Prior to requesting sale/disposal, Post must submit a Vehicle Condition Report (VCR) and get approval from DS/IP/SPC/MSG.

17. Funds from the Disposal of Government Property – Detachments frequently turn unserviceable equipment into the GSO section for disposal. This property is sold locally and generates income. This income should be made available to the MSG detachment for procurement of additional equipment and recreational gear. This pertains to equipment purchased by the MSG Battalion Supply Officer.

18. Funds from the Disposal of Detachment Equipment - Detachments frequently turn unserviceable equipment purchased with Detachment Bar Funds into the GSO section for disposal. This property is sold locally and generates income. This income should be made available to the MSG detachment for procurement of recreational gear or household beatification items.

19. Per the MOA, DetComdr, T/O designated Assistant DetComdr, and MCESG regional command residences will receive support consistent with that provided to other basic post housing. (That means if swimming pool maintenance, snow removal, window cleaning, etc., is provided to other basic post housing, it should be provided to the detachment commander and MCESG Regional Command personnel residences. See Section 1.a of the Matrix for funding responsibility.

20. Annual and Semi-Annual Physical – These physicals will also be provided to other personnel associated with food preparation and employed in the Marine MSGQ on a regular basis.

21. Recreational Equipment - If MCESG S-4 cannot provide items in Section 8 in a timely manner due to logistical and/or financial constraints, 5732 funds may be used to locally procure recreational equipment.

22. MSG travel support for NEC/NCC/NOB moves is provided utilizing Function Code 5746 funds.

Section 9: MSG Program Categories (Washington-based)

1. VIP Travel Support
2. Regular TAD assignments
3. MCESG Regional Command Conference Travel
4. Program Support and Administrative Costs
5. Weapons Maintenance and Incidental Equipment
6. Contract Speakers and Training and Materials
7. Miscellaneous/Contingencies
8. MSG Admin Support Positions
9. Proceeds of Sale
10. Detachment Activation Costs
11. Vehicle Shipping Charges
12. Short-term Leases
13. MEDEVACS
14. Armored and Unarmored Vehicles
15. Ammunition

Section 10: MSG Mission-Controlled Categories by Object/Sub-Object Codes

In order to increase the level of accountability of appropriated funds and to assist in the formal Marine Corps budget formulation process, DS/IP/SPC/MSG and

The Marine Corps have agreed to adopt a standardized list of financial object and sub-object codes. All object and sub-object codes are extracted from the US State Department Foreign Affairs Handbook, Volume 4, Handbook 1 (4 FAH-1 H-610). The following list of detailed budget codes will be used by all Financial Management personnel on their FM 60: Status of Funds Reports to account for obligations and expenditures in direct support of the Marine Corps Embassy Security Group, Marine Security Guard Program:

MARINE CORPS EMBASSY SECURITY
GROUP SECURITY GUARD PROGRAM

DESCRIPTION	FUNCTION CODE	OBJECT CODE(S)	SUB-OBJECT CODE
Residential Utilities	5732	2300	N/A
Electricity	5732	2300	2361
Gas	5732	2300	2362
Water	5732	2300	2363
Sewerage	5732	2300	2364
Garbage, Trash Disposal	5732	2300	2365
Metered Hot Water	5732	2300	2366
 Residential, Maintenance & Repair	5732	2500	N/A
M&R STL Buildings	5732	2500	2511
 Residential Furniture & Furnishings, Appliances & Supplies	5732	3100/2600	N/A
Household Furnishings & Appliances	5732	3100	3123
Building Repair Supplies and Materials	5732	2600	2652
Furnishing Repair Items	5732	2600	2653
 Driver Support	5732	1000/1100/1200	N/A
Salary & Benefits	5732	1000	1099
Overtime & Night Differential	5732	1100	1134
 DESCRIPTION	FUNCTION CODE	OBJECT CODE(S)	SUB-OBJECT CODE
Severance Pay	5732	1100	1163
Other Allowances (i.e. safety awards,	5732	1200	1242

uniforms,
incentives, etc.)

Vehicle Maintenance & Repair	5732	2500/2600	N/A
Motor Vehicle Maintenance & Repair	5732	2500	2521
Auto Parts & Supplies	5732	2600	2612
Vehicle Fuel	5732	2600	N/A
Auto Fuels & Lubricants	5732	2600	2611
Public Transportation and Insurance	5732	2100/2500	N/A
Other Fares and Mileage (i.e buses, taxis, trains, etc.)	5732	2100	2113
Motor Vehicle Repair and Maintenance (includes insurance premiums)	5732	2500	2521
Office Furniture, Equipment and Supplies	5732	3100/2300/2400/2500/2600	N/A
Office Equipment and Machines	5732	3100	3121
Office Furnishings	5732	3100	3122
Misc. Equipment (i.e. window-types A/C units, water coolers, portable heaters)	5732	3100	3141
Repair & Maintenance, Equipment	5732	2500	2586
Office Supplies	5732	2600	2622
Postage, DHL and FEDEX	5732	2300	2325
Printing Services	5732	2400	2450
Communication Service Fees	5732	2300	N/A
Official Phone Calls	5732	2300	2320
Installation/Service Fees	5732	2300	2321
Language Training	5732	2500	N/A
Language Training Classes	5732	2500	2558
Detachment Cook Physical Exam	5732	2500	N/A

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DESCRIPTION	FUNCTION CODE	OBJECT CODE(S)	SUB-OBJECT CODE
Communications Equipment	5732	3100	N/A
Cell phones and telephone equipment	5732	3100	3161
FamFire/SPECTAD	5732	2100/2500	N/A
FamFire Air Fare	5732	2100	2111
FamFire Per Diem/Lodging	5732	2100	2122
FamFire Range Fees	5732	2500	2589
SPECTAD Air Fare	5732	2100	2111
SPECTAD Per Diem/Lodging	5732	2100	2122
Detachment Cook Physical Exam	5732	2500	2531

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Annex B: MSG Assignment Policy and Administration

1. Purpose. To outline the personnel and administration policy for Marines assigned to the MSG Program.

a. Personnel Assignments

(1) Assignments for officer and enlisted personnel will be made by the Commander, MCESG.

(2) Reassignments or transfers within the Program will be restricted to:

(a) Reassignment after completion of a first or second tour of duty on the Program;

(b) Meeting special needs of the Program, e.g., emergency needs at another mission;

(c) Meeting Table of Organization (T/O) shortages when Marines are not available from MCESG;

(d) Circumstances affecting the personal safety or health of the Marine or the Marine's family; and

(e) Except in extreme emergency conditions, a Marine will not be transferred from a given Mission for disciplinary, medical, or other administrative reason without the involvement of the COM or principal officer, RSO, and the MCESG Regional Commander. Both the COM and the MCESG Regional Commander have the authority to transfer the Marine, but should do so only after appropriate consultation with the RSO.

(3) The qualifications of all personnel assigned to the Program will be established jointly by the Marine Corps and DS. Certain basic qualifications are listed below:

(a) The Marine Corps will ensure the certification of at least an interim TOP SECRET clearance for each Marine before assignment abroad. A final TOP SECRET clearance will normally be certified within twelve months. In cases where a final TOP SECRET clearance cannot be granted within the twelve-month period specified, DS/IP/SPC/MSG will be provided a status of the investigation and a determination will be made at that time to retain or release the Marine from the Program;

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(b) All Marines will have sufficient time remaining on their current enlistment at the time of their first assignment to complete the tour length designated in the Tour of Duty;

(c) Subject to the determination of the Department of State, DetComdrs and T/O-designated Assistant DetComdrs are authorized to have Eligible Family Members (EFMs) accompany them on their tours abroad. Personnel assigned to the MCESG regional headquarters in the grade of staff sergeant and above may also be accompanied by EFMs;

(d) Marines who are authorized to have EFMs and who intend to marry a foreign national must inform both the MCESG Regional Commander and the RSO at least 120 days prior to the expected date of marriage. Marriage to a foreign national after assignment to the Program without USMC approval constitutes cause for relief from the MSG Program;

(e) All MSGs and Marines assigned to the MCESG regional headquarters administrative support staff in the grade of sergeant and below will be single and will agree to remain single during their tour on this Program. Marriage will disqualify the Marine for continued duty on the Program; and

(f) Prior to the Marine's (and their EFMs, as applicable) departure for a U.S. mission abroad, the Marine Corps will arrange for the required physical examinations, inoculations, dental care, and any other evaluations deemed appropriate by competent medical authority in accordance with the guidelines established in NAVMEDCOM Instruction 1300.1b (Suitability Processing for Overseas Assignment of Navy and Marine Corps Members and Their Accompanying Dependents).

b. Tour of Duty. Marines are normally assigned to the MSG Program for thirty-six months for both DetComdrs, T/O-designated Assistant DetComdrs (eighteen months at each of two different missions); and sergeants and below (twelve months at each of three different missions). At certain designated hardship or high threat missions, the tour of duty may be reduced, provided both the USMC and DS concur. Likewise, on a case-by-case basis, MSGs may be extended in their positions based on exigent circumstances or other good cause, subject to the concurrence of the USMC and DS.

2. U.S. Marine Corps

a. Transportation. Travel arrangements of Marines to their initial assignment will be arranged by the Marine Corps. The mission Transportation Officer will arrange all subsequent travel. All travel and transportation allowances for Marines from their last permanent duty station to their initial mission, including any temporary additional duty cited in the orders, will be completely funded by the

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Marine Corps. Each mission will liquidate all MSG temporary additional duty travel claims at its local Financial Management Office.

b. Assignment and Transfers. Enlisted Marine Security Guard per diem expenses and travel costs (including accompanied and unaccompanied baggage in accordance with authorized weight limitations as prescribed in the Joint Federal Travel Regulations, Volume I) from Washington, D.C., to the U.S. mission of assignment are chargeable to the "Military Personnel-Marine Corps" fund site. This includes initial assignment, reassignment within the Program, and the return to the new duty station or Washington, D.C. (whichever is nearer) upon completion of the tour.

c. Temporary Duty Assignments

(1) When authorized by the DOS, travel and per diem expenses for temporary duty assignments within the Program are chargeable to the DOS, with reimbursement from the USMC, or other using agency as appropriate and as directed in each instance by the DOS.

(2) In accordance with DOS regulations, travel advances will be limited to 80% of the maximum allowance. Travel vouchers will be submitted within five business days of completion of the temporary duty assignment.

d. Travel for Marine Corps Matters. Temporary additional duty travel and per diem expenses of enlisted MSGs, performed in connection with Marine Corps matters, will be directly funded by MCESG.

e. Travel for Emergency Leave. Travel by government air only for emergency leave to port of entry of the United States is chargeable to the Marine Corps.

f. Travel of Eligible Family Members. Travel of EFM of married officers and staff noncommissioned officers is chargeable to the USMC for assignments and return from duty. Transportation of their household effects is also chargeable to the USMC. Additionally, the Marine Corps will defray the transportation costs for EFM while serving on this duty, provided the Marine is otherwise entitled to such payments by current DoD regulations.

g. Rates of Payment. All expenses for per diem, travel, and transportation allowances for Marine Corps personnel and their EFM shall be paid in accordance with rates contained in the Navy Comptroller Manual and current instructions in the Joint Federal Travel Regulations, Volume I.

h. Removal from Post. Pursuant to 22 U.S.C. 3927, the COM has full responsibility for the direction, coordination, and supervision of all Government executive branch employees in that country (except for Voice of America

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correspondents on official assignment and employees under the command of a United States area military commander). Therefore, should it become necessary, the COM has authority to order the departure of any applicable executive branch personnel from the pertinent country, with the exception of those mentioned above. The Commanding Officer, MCESG, maintains responsibility for the relief of all MCESG personnel from the MSG Program and disciplinary action for MCESG personnel.

Annex C: Policy for Marines and MSG Dependents Benefits and Services

Purpose. To outline benefits and other services for Marines and eligible family members (EFMs) assigned to the MSG Program.

- a. **Subsistence Supply.** The DOS will make available to the Marines the same sources of supply for subsistence and mission exchange articles as are sponsored by the DOS for its Foreign Service personnel. This will include any privileges enjoyed by non-diplomatic staff personnel of the Foreign Service.
- b. **Pouch Services.** The use of unclassified DOS diplomatic pouches for the transmission of official and personal correspondence and eligible equipment will be provided to the Marines and their EFM's.
- c. **Emergency Evacuation.** Emergency evacuation, travel for personnel and the movement of emergency personal effects, and allowances for Marines and their EFMs while en route to, at, and returning from the temporary location (safe-haven), or designated place is chargeable as though they were State Department personnel. Travel, lodging, and meals will be charged directly to the DOS without reimbursement from the Marine Corps. For both authorized and ordered departures, MSGs and their EFMs should have evacuation orders issued by the State Department and funded by the K Fund. As stated in 12 FAH-1, Annex K. Addendum 1.5 Regulations For Evacuation Allowances, benefits for MSGs and their EFMs are covered in the Joint Travel Regulations (Chapter 6).

(1) For the first thirty days, the evacuated dependents are authorized per diem at full amount for all dependents 12 years of age and older. For dependents under 12, they will be entitled to 50% of the per diem rate.

(2) Beginning the 31st day, all dependents 12 years of age and older receive 60% of the authorized per diem rate. For those dependents under age 12, they rate up to 30%. If lodging is required, they will be entitled to the lodging rate for the authorized relocation area. Dependents can also be authorized an air freight allowance in order to ship necessary items prior to the departure to the authorized safe-haven. If circumstances of the evacuation do not allow this shipment to be conducted, an unaccompanied air baggage allowance (air freight replacement allowance) is authorized which is meant to subsidize the cost of items

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that would ordinarily be part of the authorized air freight shipment in the amounts of \$250 for one dependent, \$450 for two dependents, and \$600 for three or more dependents in order to purchase these necessary items that were not shipped.

(3) Travel allowance is authorized in the amount of \$10 for one dependent, \$15 for two dependents, and \$20 for three or more dependents per day in order to defray the cost of local commercial transportation, to include a rental car.

Annex D: Detachment Size and Table of Organization Modifications

Purpose. To outline the policy and procedures when determining or modifying MSG detachment manning.

a. Size of Detachment. Each detachment, when assigned, will have no less than a minimum Table of Organization (T/O) of a DetComdr and five watchstanders (1/5). The size and organization of each detachment will be determined initially by a joint DS and USMC review of the specific duties expected to be performed, the size and composition of the mission, the political, military, and threat conditions in the country, and the mission's ability to properly support and utilize the Marines. Details concerning this process are as outlined in Annex J. Subsequent reviews will be conducted in conjunction with the detachment Semi-Annual Inspections (SAIs) and at other times if determined to be necessary by either the RSO, MCESG Regional Commander, or higher. Recommendations for T/O modifications will be forwarded through DS and MCESG channels for review and determination by DS/DSS/IP, in coordination with DS/IP/SPC/MSG and MCESG. A 1/5 post supports one 24-hour, 7-day a week post. Additional T/O requirements to support subsequent posts will be determined by maintaining a guard workload factor (GWLF) between 36 and 42 hours. GWLF is derived per Figure 1. of this annex. At missions with 15 or more MSGs assigned to their detachments, a T/O-designated Assistant DetComdr billet may be authorized, with concurrence from the DOS. In addition, the Commander, MCESG can assign a meritoriously promoted staff non-commissioned officer watchstander as the Assistant DetComdr to allow senior leadership to be billeted in the MSG quarters. In the event of a drawdown of the mission, the detachment will not be reduced below the minimum staffing level of one DetComdr and five MSG watchstanders.

b. Marine Security Guard Detachment Modifications. Any requests by DOS or the USMC for personnel increases or decreases in existing detachments will be the subject of a joint review and will be promptly forwarded to DS/IP/SPC/MSG and MCESG HQs for action. These joint reviews can be conducted by the RSO, the MCESG regional headquarters, and DS/DSS/IP, in coordination with DS/IP/SPC/MSG; and MCESG HQs. Once a decision is reached by DS/DSS/IP (in coordination with MCESG HQs); PP&O (Security), the post, and MCESG HQs will be formally notified.

c. Joint Post Review. All detachments and their component MSG posts will be jointly reviewed by the RSO and a MCESG Regional Command officer during the

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detachment's SAI. This review will ensure that the needs of the mission are still being met, that such guard posts at the mission still meet appropriate duties of MSGs, and that there are sufficient Marines allocated by T/O to perform required duties. Significant findings and/or recommendations of the MCESG regional inspecting officer(s) will be briefed to key post personnel, to include: RSO, DCM, and, when possible, the ambassador or principal officer prior to departing post. Any recommendations resulting from the review will be promptly reviewed by the MCESG Regional Commander and forwarded to MCESG HQs via the SAI Report for action, as appropriate. Results of the SAIs will be compiled and maintained by MCESG HQs. Copies of the approved SAIs will be forwarded, by MCESG HQs, to DS/IP/SPC/MSG, the RSO, and the respective MCESG Regional Commander to assist in the expeditious resolution of SAI issues.

Annex D, Figure 1: Equating Guard Workload Factor

1. GWLF Equation. The Guard Workload Factor (GWLF) is the total number of hours required for a single Marine to stand post during a one-week period. The GWLF is derived by totaling the number of hours MSGs stand duty for any given week (number of hours posted times the number of days in the week the post is staffed). Add the number of hours at each separate post, (i.e. Post #1, Post #2) and divide the total by nine (9) to compute the 1/9th factor. Add the number of duty hours and the 1/9th factor and divide by the post's watchstander Table of Organization (T/O) to get the Guard Workload Factor. The 1/9th factor is included to address unavailability for duty caused by factors such as illness, leave, TDYs, etc. Do not include the detachment commander or T/O assistant, only those Marines currently assigned to the watch schedule.

2. Example

a. Step #1: Figuring the number of hours a week MSGs stand post.

(1) Number of posts and hours of operation:

(a) Post #1: 24 hours a day, 7 Days a week

(b) Post #2: 24 hours a day, 7 days a week

(c) Post #3: 12 hours a day, 5 days a week

(d) Post #4: 4 hours a day, 5 days a week

(2) Total hours a week MSGs stand post: 416
($24 \times 7 + 24 \times 7 + 12 \times 5 + 4 \times 5 = 416$)

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b. Step #2: Divide 416 by 9 to obtain the 1/9th factor. 416 divided by 9 equals 46.22 hrs. Add 46 to 416 to get the total of 462.

c. Step #3: Divide the total of duty hours plus the 1/9th factor by the watchstander T/O to get the GWLF. In the case of a T/O of 11 watchstanders, you obtain a GWLF of 42. If the T/O has 12 watchstanders, the GWLF would be 38.5 hrs.

3. GWLF Adjustments. To figure the GWLF for the detachment when you are down one Marine or more in your T/O, you simply lower your number of MSGs standing post by that number and figure the equation the same from there.

Annex E: MCESG Regional Headquarters and Detachment Commander Office Space, and Supporting Furniture/Equipment/Supplies

Purpose. To outline the policy for office space and furnishing requirements for the MSG Program.

a. Adequate office space will be furnished for the DetComdr at all MSG detachment posts. This office space will be separate from designated change/response rooms (formerly "react rooms") provided to support detachment operations. In addition, at U.S. missions and domestic facilities where MCESG regional headquarters are located, the DOS is responsible for providing adequate office space. The MCESG regional headquarters and DetComdr's office space is mission essential. DOS will provide these spaces without reimbursement from the USMC.

b. U.S. missions and domestic facilities supporting a DetComdr's office or MCESG regional headquarters office will provide, with reimbursement from the Marine Corps, office furniture and furnishings, equipment, telephone services for official use, and expendable supplies. Computer equipment support provided to DetComdrs, Table of Organization (T/O) designated Assistant DetComdrs, where applicable, and MCESG regional headquarters will be comparable and compatible with equipment provided other DOS offices. IT services and software and hardware upgrades will be provided as appropriate.

c. U.S. missions and domestic facilities will also provide electronic mail capabilities, postage, and other means used to send official mail and correspondence with reimbursement from the Marine Corps. Marines are responsible for their personal mail, but will have access to mail services available to other mission personnel.

Annex F: Counterintelligence
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1. Purpose To outline the policy and procedures for educating MSG Program personnel about known methods of hostile intelligence gathering activities and provide guidelines for counterintelligence methods. Additionally, to prescribe conditions under which participants assigned to the Marine Security Guard Program may be subjected to a Psychophysical Detection of Deception (PDD) examination that will be administrated under the Department of Defense Polygraph and Credibility Assessment Program.
2. Policy The Polygraph and Credibility Assessment Program polygraph examinations shall be considered as a measure to modify behavioral intent to disclose information to unauthorized personnel as well as a deterrent for MSGs from acting on behalf of a foreign intelligence service or other foreign entity. In order to preserve the technical and administrative immunity granted to the MSGs from being jeopardized, MSGs will not be used as observers or active participants in any intelligence collection efforts. This policy as prescribed and enacted is a preventive measure to afford MSGs the autonomy of performing their authorized escort or guard functions with no perceptions of involvement in any intelligence activities.
3. Specialized Training MCESG will provide all MSG personnel with a general foreign intelligence threat briefing. Additionally, MCESG HQs will provide a specialized course of instruction for MSG personnel assigned to specific posts listed on the Department of State's Security Environment Threat List (SETL). MCESG will develop the course in coordination with the Office for Investigations and Counterintelligence (DS/ICI/CI) and the Bureau of Diplomatic Security's Office of Training and Performance Support (DS/T/TPS) at the DS Training Center.
4. Behavioral Assessment Tool In support of the MCESG efforts to ensure the reliability and proficiency of all MSGs, the Behavioral Assessment Tool (BAT) will be utilized. The semi-annual assessment of the DetComdr will be completed by MCESG Inspecting Officer in consultation with the RSO during Regional Command inspection visits to post. Any annotations that are out of the normal range will be immediately brought to the attention of the MCESG Regional Commander. Quarterly BAT on all other MSG detachment personnel will be completed by the DetComdr and submitted in accordance with MCESG HQs policy. Any annotations that are out of the normal range will be immediately brought to the attention of the Regional Commander and RSO.
5. Counterintelligence Scope Polygraphs
 - a. In accordance with DoD Directive 5210.48R, MSGs will be subject to random Counterintelligence Scope Polygraphs (CSP). The primary goal of the CSP is to modify behavioral intent to disclose information to unauthorized personnel as well as a deterrent for MSGs from acting on behalf of a foreign intelligence service or

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activity. The CSP will not be used in response to minor infractions of security or to reveal infractions of a non-counterintelligence nature.

b. The CSP Program is an administrative function, inherent to the Department of Navy, to include the United States Marine Corps. For MCESG personnel, only Naval Criminal Investigative Service (NCIS) personnel are authorized to conduct polygraph examinations. The MCESG Commander is the approval authority allowing another entity to conduct a polygraph on any member of MCESG.

c. While the CSP program is applicable to all members of MCESG, the primary intention is to screen DetCmdrs and MSGs assigned to specific SETL posts.

d. In accordance with the policy established in DoD Directive 5210.48R, a CSP may be authorized for anyone assigned to MCESG in support of investigations into alleged or suspected acts of espionage, sabotage, or terrorism. NCIS shall have investigative jurisdiction over these matters. In the case of suspected espionage, NCIS shall have investigative jurisdiction until such time as the Federal Bureau of Investigation renders a decision as to whether they will assume investigative jurisdiction.

e. Procedure

(1) MCESG will select names to be screened under the CSP Program. Once the names have been selected, each MSG will be scheduled for an examination in the Washington, D.C., area or in another U.S. Government controlled venue determined by NCIS.

(2) Results of the CSP examination may be made available to personnel within the Department of Navy and USMC charged with responsibility for security, law enforcement, and administration of criminal justice or adjudication of security clearances. Polygraph examinations will not be made available to outside entities, except as outlined in DoD Directive 5210.48.

6. Relationships and Contacts with Foreign Nationals All Marines assigned to the MSG Program abroad will report their relationships and contacts with foreign nationals in accordance with MCESG policies and guidance. MCESG will ensure that these policies are consistent with or more stringent than DOS' policies detailed in the Foreign Affairs Manual (FAM), Volume 3, subchapter 4191 a. (3 FAM 4191 a.), Marriage Requirements of an Employee to a Foreign National or to a U.S. Citizen, and Volume 12, subchapter 270, Security Reporting Requirements (12 FAM 270). MSG reports of foreign contacts will be submitted to the RSO for required record checks and additional vetting as required. All submissions of reports of foreign contact and intended marriage will include as an addressee the DS Counterintelligence Division (DS/ICI/CI).

Annex G: Operational Authority, Arming, and Special Protective Equipment (SPE)

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Purpose. To outline MSG detachment operational authority and the joint DS/USMC policy regarding the arming of MSGs.

a. **Guard Orders.** Written guard orders approved and signed by the COM or principal officer (PO), implementing security procedures will be issued by the RSO to the DetComdr. The MCESG Regional Commander will also review and sign the guard orders. These orders will state the duties and responsibilities to be performed by the detachment and will include specific instructions for responding to emergency situations, the employment of deadly force, the use of special protective equipment, and clear and concise Rules of Engagement (ROE). The MCESG Regional Commander and RSO will review the guard orders on an annual basis.

b. **Arming of Marine Security Guards.** It is the policy of the DOS and the USMC that MSGs will be armed while on duty. The COM is the final authority regarding weapons in country.

(1) The mission must request approval for exceptions to this arming policy to DS/DSS/IP and the CMC (PS).

(2) The Marines will be authorized by the COM or PO, as promulgated in the guard orders, the use of appropriate force, including the application of deadly force, in accordance with DOS deadly force policy and firearms regulations.

(3) The MSG detachment will only be armed with weapons authorized for use with the joint concurrence of the USMC and DOS. MSGs will be armed with an authorized sidearm while on duty. A shotgun or rifle may be used as a tactical weapon while on duty or while responding as outlined in approved operation plans.

(4) The Marine Corps will fulfill the arming requirements of the MSG Program by reimbursing the cost of ammunition and weapons or by transferring the ammunition or custody of Marine Corps-owned weapons to DOS. DOS will take custody of the weapons and control issuing them to the DetComdr for further issuance to the MSGs. The weapons will be issued in writing by the RSO or COM or PO to the DetComdr by name. Once issued, the RSO or a representative will conduct a joint monthly inventory of both the weapons and ammunition with the DetComdr or A/DetComdr. The results of that inventory will be annotated in the Post One Chronological Logbook. DOS will be responsible for all weapons maintenance and repair. DOS will provide assistance to the Marine Corps on a biannual basis when confirming serial numbers of weapons that have been signed over to DOS. As minimum fielding levels permit, the Marine Corps holds the authority to recall surplus signed over weapons from DOS at any time.

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(5) Marines are prohibited from carrying lethal weapons while off-duty unless specifically authorized by the COM, the Diplomatic Security Firearms Policy and Review Board (FPRB), and the MCESG Commander. Marines are prohibited from carrying less than lethal weapons while off-duty unless specifically authorized by the COM, RSO, and the MCESG Regional Commander. In both cases, clearly defined "carry" criteria must be established prior to implementing off-duty carriage of weapons.

(6) The Department of State can provide special weapons, ammunition, or equipment if requested by the RSO for emergency situations. However, the provision of this SPE is subject to approval by DS/DSS/IP, MCESG HQs, and the Firearms Policy and Review Board. Appropriate training, approved by the Equipment and Tactics Advisory Group (ETAG), on the use and maintenance procedures for these weapons will be provided by DOS prior to the weapons being issued to the MSG detachment.

(7) SPE in the MSGQ

(a) Maintaining and storage of weapons in the MSG detachment living quarters may be authorized, on a case-by-case basis, by the COM or PO with the prior concurrence of the Commanding Officer, MCESG, and the Assistant Director for International Programs (DS/DSS/IP). Appropriate safeguards will be established by the mission to preclude unauthorized access to such weapons and to address restrictions on their transport in the response vehicle during drills.

(b) Posts must request such storage in writing and the request should address the specific issues outlined in the joint DOS/USMC policy cable 05 State 138015, dated July 26, 2005, and forwarded to DS/DSS/IP and MCESG HQs.

(8) Privately-owned weapons will not be maintained by MSGs abroad. However, where mission policy allows USG employees to purchase personal firearms, Marines may purchase a personal firearm in accordance with that policy and host country laws. The Marine must ensure that approved storage and shipping are available prior to purchasing a firearm. Marines may only take possession of their firearm from the vendor within fifteen days of their departure date. The Marine may not retain physical possession of the firearm, but must relinquish it to the DetComdr for storage in a manner approved by the RSO until preparing the firearm for shipment. The Marine who purchased the firearm is responsible for arranging for shipment to the United States in accordance with all applicable laws, regulations, and Marine Corps instructions. Firearms will not be shipped to a second or subsequent mission. Shipping personal firearms in the DOS's diplomatic pouch system is prohibited. This prohibition includes shipping any personally-owned SPE from DS/PSP/DEAV via diplomatic pouch to any official duty location overseas as well as shipping any personally-owned SPE from any post to DS/PSP/DEAV as mandated by current U.S. Laws.

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(9) The detachment is required to conduct familiarization firing (FamFire) semiannually of their assigned weapons. Quarterly FamFire is encouraged, when possible. The DOS will provide the fiscal data and logistical support necessary to accomplish this requirement, with reimbursement from the Marine Corps. The specific FamFire course of fire will be prescribed by MCESG with concurrence from Diplomatic Security's Training Directorate (DS/DSS/T).

(10) If adequate firing ranges are not available in the host country, the MSG DetComdr, in coordination with the RSO and the MCESG Regional Commander, will identify a suitable venue for FamFire to permit the accomplishment of the semiannual requirement. Travel expenses and per diem (typically two travel days and one day for FamFire, per Marine) will be included in the detachment's annual budget request.

(11) In situations where the arming of Marines to execute security support duties is absolutely prohibited by host government policies or law, unarmed Marines may be assigned to safeguard classified material. This will be done on an exceptional basis, and prior approval must be requested from DS/DSS/IP and the Assistant Deputy Commandant PP&O (Security).

c. Response Equipment Storage. Space as defined by OBO's design standards will be provided, in close proximity to MSG Post One in each chancery for the storage of, and easy access to, quick response equipment. This space will include a weapons storage safe or vault, clearing barrel, and storage space for other special response equipment, such as body armor and kevlar helmets. This space will be separate from the DetComdr's office and be provided by DOS without reimbursement from the Marine Corps.

d. Alternate Emergency Recall System. Where authorized or allowed by the host country, the mission will provide an alternate emergency recall system for each Marine, such as cellular telephones, pagers, or radios, which will be funded by DS/IP/SPC/MSG, with reimbursement from the Marine Corps.

Annex H: Marine Security Guard Duties

Purpose. To outline the appropriate and inappropriate duties of MSGs.

a. Duties of Marine Security Guards. MSGs will be guided in their duties by written and published guard orders, the mission Emergency Action Plan (EAP), and the Detachment Operation Plans derived from the EAP and approved by the RSO and the MCESG Regional Commander. In executing their duties, the Marines will:

(1) Exercise access control of the embassy/consulate and provide continuous cleared American presence.

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(2) Conduct periodic inspections within mission building(s) where classified material is stored, handled, processed, or authorized to ensure the proper safeguarding of classified material and equipment.

(3) Upon the discovery of improperly secured classified information, complete a Notice of Security Incident Form (OF-117) and make security reports as DOS security regulations direct.

(4) Conduct interior escort of non-cleared laborers and other service personnel in controlled access areas (any area in which classified material is stored, handled, processed, or discussed) and areas contiguous thereto. Where performance of these duties is authorized, Post One will not be left unattended for escort of non-cleared laborers or other service personnel.

(5) At some diplomatic and consular posts, the stationary post(s) is/are supplemented with a rover post to provide coverage where significant gaps in physical or technical security exist or where elevated threat levels, unique configuration, or size of the facility may deem it essential to augment the stationary post(s) with a roving post to perform the MSG's primary mission successfully. The rover position is established to enhance the stationary post's ability to positively control the Controlled Access Area (CAA). Due to the sheer size of some classified operations, rovers may be assigned to supplement a stationary post during changeover in order to monitor classified areas. This will be done only where operationally necessary as determined by the RSO, in coordination with the MCESG Regional Commander. Rovers will:

(a) Provide immediate reaction to a stationary post;

(b) Conduct security inspections of classified access or sensitive areas as specified in the guard orders;

(c) Provide required escort services in classified access or sensitive areas. Tenant agencies will provide their own escort for cleaning services;

(d) Not be used to provide continuous U.S. presence. Post One accomplishes that. However, this does not preclude the establishment of a 24/7 rover position, with strong justification and approval;

(e) Not leave the hard-line to escort individuals out of public access areas as the local guard force has responsibility for these areas. Further clarification regarding exigent MSG augmentation duties are provided in this Annex at b (7);

(f) On a random unannounced basis, conduct inspections of non-CAA spaces to detect the presence of classified material and/or equipment residing unsecured, out of the controlled access area of the diplomatic or consular facility;

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(g) Where a roving MSG post exists, within the constraints of and when operational commitments permit, MSGs can be tasked to perform interior escort of non-cleared laborers and other service personnel in controlled access areas (any area in which classified material is stored, handled, processed, or discussed) and areas contiguous thereto; and

(h) Where a roving MSG post does not exist, MSGs will not be assigned to escort non-cleared laborers and other service personnel inside controlled access areas and areas contiguous thereto, for scheduled maintenance, as part of their regular duties. However, MSGs may escort non-cleared laborers inside the controlled access areas and areas contiguous thereto during exigent circumstances, and to conduct "char" escorts during a time prearranged with the DetComdr, in proximity to shift changes. Hours spent conducting regularly scheduled "char" escort duties will be included in the guard workload factor.

(6) Conduct visual inspections of the CAA to look for evidence of possible physical or technical penetrations.

(7) Provide temporary (for fewer than eight days in duration) control of controlled access areas, and areas contiguous thereto, during emergency renovations or repairs.

(8) Except where arming is prohibited, provide armed security support for protection of classified material during visits by the President, Vice President, and Secretary of State. In addition, provide special armed guard services for U.S. delegation offices for designated USG regional or international conferences to safeguard classified information or classified equipment. See Annex L for further policy information.

(9) Provide temporary internal security guard protection for the COM or PO's residence when the life or safety of the protected official is in danger. In such instances, the duties and responsibilities of the Marines will be written into guard orders and will clearly define courses of action to be taken by the Marines in the event of a threat or actual attempt to penetrate the residence. The circumstances requiring residential MSG coverage and expected duration must be reported in writing to DS/IP/SPC/MSG and MCESG. Whenever possible, the RSO will proactively coordinate with the MCESG Regional Commander prior to the provision of this support.

(10) On an exceptional basis, receive, log, and temporarily store classified material up to SECRET that will fit into an approved security container at MSG Post One (or the analogous post). TOP SECRET will not be accepted by MSGs. If TOP SECRET, the DOS duty officer will be notified and report to Post One immediately to receipt for the material from the courier. Such instances will normally occur during unscheduled, non-duty hour arrivals by visitors or couriers. Classified

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materials thus received will be returned to the visitor or courier as soon as possible or to the RSO on the first business day thereafter. All such material must be encased in a diplomatic pouch or securely double-wrapped.

(11) Perform other duties required by exigent circumstances and as directed by the COM or PO, or RSO. See Annex I for further policy information when employing MSGs under exigent circumstances.

(12) Under certain circumstances, MSGs may be assigned duties on U.S. diplomatic or consular premises, but exterior to the principal buildings. These duties must specifically correlate to the MSG's primary responsibilities and must be approved by the RSO and the MCESG Regional Commander. Prior to establishing the duty, the guard orders must explicitly define the duties and responsibilities and not subject the MSG to undue risk. Any such duties will be temporary and establishment of a permanent post is subject to the joint review process as outlined in Annex D. Where MSGs may be needed to conduct security inspections of areas not located on U.S. diplomatic or consular premises that store or process classified information, prior approval from both the RSO and the respective MCESG Regional Commander is required.

(13) In the event of evacuation of a U.S. mission, MSGs will perform these duties until released by the COM or PO. At this time, the MSGs will be reassigned by the Commanding Officer, MCESG, after coordination with the DOS.

(14) Provide special guard services in the execution of mission plans for dealing with specific emergency situations, e.g., outbreaks of violence, internal political disorders, bombs or bomb threats, and persons seeking asylum including:

(a) The protection of the chancery or principal building(s) as outlined in mission EAPs and elaborated on in detachment Operational Plans, or as directed by the COM or PO, or RSO; and

(b) Execution of special instructions concerning the handling of persons seeking political asylum, particularly during hours when the diplomatic or consular facility is closed.

b. Inappropriate Duties

(1) DetComdrs will not be charged with responsibility for investigative activities, except those expressly authorized by their Regional Commander. They further will not be charged with responsibility for security briefings; changing combinations to or repairing locks and containers; or entering into other duties which are not specified as part of their mission.

(2) MSGs will not be assigned duties outside the U.S. diplomatic or consular premises, except as noted above, without prior approval of the DOS and

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Headquarters, USMC. This is in recognition of the possible legal and diplomatic consequences and the limitations of diplomatic and consular immunities.

(3) MSGs will not be assigned official duties as ceremonial guards, receptionists, couriers, mail clerks, vehicle dispatchers, switchboard operators, billeting clerks, janitors, or any other duties that detract from their officially designated functions.

(4) MSGs are prohibited from receiving compensation for off-duty employment involving duties that could be lawfully required as part of their normal duties. MSGs may only participate in off-duty voluntary employment in accordance with DODINST 5500.7R (Joint Ethics Regulations), Department of State Off-Duty Employment Policy (See Annex M), and with both RSO and MCESG Regional Commander approval.

(5) MSGs will neither be employed nor assigned duties as couriers, courier escorts, or in any other function involving the transportation of classified material. Examples of these inappropriate duties include assignment as a non-professional courier escort, courier escort, and duties involving the escort of classified material to/from VIP visit/conference sites. Exceptions to address exceptional or exigent circumstances, to include moves in conjunction with the relocation of an embassy or consulate facility, require DS/DSS/IP and MCESG approval.

(6) Except for duties assigned by Marine Corps personnel and those assigned by the COM or PO in accordance with this agreement, RSOs will not permit other U.S. Government personnel to assign duties to the detachment.

(7) MSGs should not normally be assigned duties that involve the removal of people from non-CAAs. In exigent circumstances, the escorting of personnel may be performed by MSGs but will not be done as a standard operating procedure or noted in the guard orders as a duty performed by a particular MSG.

Annex I: Exigent Circumstances

Purpose. To reinforce the fact during crisis action planning that MSGs have a defensive role in protecting the embassy/consulate and are restricted from conducting offensive operations.

a. Exigent circumstances cannot be clearly defined due to varying threats to diplomatic facilities abroad; however, MSG capabilities during exigent circumstances can be defined and are very limited. The overarching reason for this is because MSG training is focused on internal defense and response to events inside the chancery. MSGs are not trained in offensive operations to include tactical maneuvers outside the chancery and rescue missions. The parameters for the MSG mission are defensive.

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b. The most likely deployment scenarios in which MSGs are well suited and prepared to execute are defensive in nature, such as: static protection at sites other than the chancery/consulate if a catastrophic event makes the chancery/consulate untenable; external defensive positions if the chancery/consulate cannot be entered due to destruction; and engaging an on-compound threat from the chancery by direction of the COM, PO, or RSO.

c. MSGs will not be employed to conduct rescue missions off-compound using direct action, raids, or similar actions to apprehend terrorist or other suspects, nor clearing housing compounds (on or off-compound). MSGs will limit their actions to those that are defensive in nature and will ensure the security of classified material contained within post.

d. Such exigent duties shall not contravene established policies and common sense or unduly jeopardize the safety or well-being of the MSGs. As soon as possible following the exigent circumstances, the Department of State (DS/IP/SPC/MSG and DS/DSS/IP), MCESG Regional Commander, and MCESG HQs should be notified, as appropriate.

Annex J: Activations and Deactivations

1. Purpose. To outline USMC and DOS policy and procedures for activating or deactivating MSG detachments or MCESG regional headquarters.

2. Planning. DS chairs a working group to plan MSG detachment activations and deactivations. Participants include representatives from the Marine Corps' Plans, Policies and Operations, (PP&O) (Security), MCESG HQs, and Office of the Comptroller, DoD, for any increases over the Congressionally mandated levels; the Center for Security Evaluation (CSE); and Department of State's Overseas Buildings Operations (OBO), Bureau of Resource Management (RM), respective DOS regional bureaus, and DS elements.

a. Detachment Activations. For all appropriate MSG-related activation planning visits, DOS will invite MSG representation. In addition, MCESG Regional Command personnel will conduct Joint Requirement Survey (JRS) visits at various times prior to the activation of an MSG detachment. For site surveys and joint agency accreditation inspections, DS/IP/SPC/MSG in coordination with DS/PSP/PSD, will ensure that site planning, the MSGQ design, number of bedrooms, equipment, and physical security construction requirements are included and addressed in accordance with DS and OBO requirements. To facilitate this, DS/IP/SPC/MSG in consultation with MCESG HQs and DS/PSP/PSD will develop a design review checklist for use by DS/IP/SPC/MSG and MCESG HQs representative/s during their review of New Embassy Compound (NEC)/New Consulate Compound (NCC) design elements/drawings & plans relevant to the MSG Program. Designated MCESG personnel will provide resident knowledge on MSG issues throughout the activation

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process in close coordination with DS/IP/SPC/MSG. DS/IP/SPC/MSG will ensure that requirements suggested by MCESG, which are related to construction design, are properly vetted within the DOS. The following procedures and the checklist in this Annex, Figure 1 will be used to activate an MSG detachment:

(1) The Assistant Director, DS/DSS/IP, will request in writing to the Marine Corps that a detachment be provided at a specific diplomatic mission no later than 180 days prior to the desired activation of the detachment.

(2) A number of New Office Buildings (NOBs) are being constructed worldwide. The DS working group provides formal approval for future MSG detachments. During the planning phase of the NOB project, DS/PSP/PSD/NOB, DS/IP/SPC/MSG, and MCESG HQs, in coordination with the post RSO and the MCESG Regional Command, determine what level of staffing is needed. The assigned RSO at the relevant post provides significant input regarding Marine security guard requirements. Assessments typically consider: the political, military, and terrorist threat conditions in-country; a counterintelligence assessment; the mission's ability to properly support and utilize the detachment; posts required; the specific duties expected of the detachment; and the recommended date of activation.

(3) In order for MCESG requirements to be included in the NEC/NCC design or refurbishment of existing facilities requiring new construction, they must be developed and communicated to OBO through DS/IP/SPC/MSG to DS/PSP/PSD/NOB during the planning stage of an NOB, NEC, NCC, or refurbishment. DS/PSP/PSD/NOB will ensure that DS/IP/SPC/MSG is informed of each construction design review release. DS/IP/SPC/MSG will inform MCESG HQs in a like manner and invite MCESG to participate in a joint MCESG-DS/IP/SPC/MSG review. Based upon the joint review, written comments will be prepared and forwarded by DS/IP/SPC/MSG to DS/PSP/PSD/NOB. DS/PSP/PSD/NOB will adjudicate DS/IP/SPC/MSG's and MCESG HQs' comments and as required, provide those comments to OBO project management for inclusion in subsequent design submissions. Copies of the MSG related design review comments submitted by DS/PSP/PSD/NOB to OBO project management will be provided to DS/IP/SPC/MSG. These comments in turn will be made available to MCESG HQs.

(4) The designated MCESG representative(s) in coordination with DS/IP/SPC/MSG and the RSO will ensure that all activation support requirements have been completed, the timeline for activation is accurate, all MSG post(s) are valid/required to support the primary mission, and an appropriate detachment size is assigned. In addition, to assist in ensuring the Marines' safety and security, they will ensure that all force protection requirements are met per the DOS threat rating, the 12 FAH-6 (OSPB Security Standards Handbook), the 12 FAM 330 (Physical Security Programs), and any other appropriate FAMs and FAHs.

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(5) Every effort will be made to ensure that the Marine is able to perform his/her duties and, to the extent feasible, that all spaces are constructed to optimize the MSG's ability to perform all required tasks while maintaining a high level of situational awareness.

(6) Following the final DS accreditation of an NOB (Phase III), MCESG regional headquarters, in coordination with the RSO and other personnel deemed appropriate, will conduct a JRS, utilizing the supportability checklist at Annex J. Figure 1. The JRS will assess whether suitable conditions exist for detachment activation. Should the MCESG Regional Command decide that further actions are necessary to activate the detachment they will provide a copy of their findings/requirements to DS/IP/SPC/MSG.

(7) Utilizing the Supportability Checklist contained in Figure 1 for MSG Detachment Activation, and in coordination with DS and OBO, designated missions abroad will make every effort to ensure the timely accomplishment of the required pre-activation actions. The completion and status of the supportability checklist will determine if the detachment activates on time.

(8) It is DOS' responsibility to provide the detachment an environment where they can accomplish their mission. If the MCESG Regional Commander believes that post is unprepared for the detachments activation, the Marine Corps may not assign personnel until all supportability items are corrected and/or sufficiently mitigated.

(9) Once an estimated activation date has been agreed upon by DOS and MCESG HQs, a DetComdr will be designated with the intent of arriving at post at least 60 days prior to activation. Additionally, watchstanders will be designated and arrive at post at least 15 days prior to activation.

(10) The Assistant Secretary for Diplomatic Security, in consultation with the Deputy Commandant for Plans, Policies, and Operations will reconcile any MSG Program differences and establish the appropriate level of security necessary to support the operations of the U.S. missions abroad.

(11) The Secretary of State has the final authority when deciding where a detachment will be activated, within the constraints of the Marine Corps' established personnel and funding ceiling.

b. Detachment Deactivations. DS/IP/SPC/MSG will keep DS working group members apprised of DOS plans to deactivate any MSG detachment. Headquarters, USMC, PP&O (Security) and MCESG HQs, as well as the other participants listed in paragraph 2 of this annex will have membership in this working group. The Assistant Director, DS/DSS/IP, will provide Headquarters,

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USMC, PP&O (Security) and MCESG HQs with written notification not later than 180 days prior to the desired deactivation date. The Secretary of State has the final authority regarding detachment deactivations.

c. MCESG Regional Headquarters. Establishment or relocation of a MCESG regional headquarters, or modification of the T/O of an existing one, will be coordinated with the DOS, and the RSO and COM at the applicable mission(s). The same procedures followed for activating or modifying a detachment will apply. MCESG regional headquarters will be established as necessary by the Commander, MCESG after consultation with HQMC PP&O (Security) and DOS. Approval authority will be obtained from the applicable COM/s and DOS. Prior to a MCESG regional headquarters being evacuated as nonessential from a U.S. mission, the decision will be discussed and coordinated with HQMC, PP&O (Security) and DOS.

Annex J, Figure 1: Marine Security Guard Detachment Activation Procedures on Existing Embassy Compounds

References:

- (a) Memorandum of Agreement between the Department of State and the U.S. Marine Corps
- (b) Editions of the following documents as attached to each contract:
 - (1) International Code Council (ICC) Family of Codes as adopted by OBO;
 - (2) ICC-OBO Code Supplements;
 - (3) Space Requirements Program (SRP); and
 - (4) Requirements Integration Package (RIP)
- (c) 12 FAH 5
- (d) 12 FAH 6 (S)
- (e) BnO P3501.1

Activation Requirements

The following is a basic checklist developed to provide assistance to those missions scheduled for activation of a MSG detachment. The references listed above will be helpful in providing guidance on support requirements that must be met prior to the activation of a detachment. Depending on availability of space internal to the mission, and availability of residential facilities, DetComdr's office space, change/response room space, Post One, and MSG quarters will be supported under the currently adopted OBO Building Code. This checklist is not all-inclusive but will provide the framework for support items that will be reviewed during a Joint Requirements Survey (JRS), which will be conducted by an officer(s) from the appropriate MCESG Regional Command in coordination with the RSO and/or other post officials.

REQUIREMENTS	SUPPORTED	NOT SUPPORTED
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A. Chancery		
(1) Detachment Commander's Office:		
Space and lighting (close to Post 1, and includes work space for MSGs to do collateral duties) per the currently adopted OBO Building Code (Ref b)		
Office furniture (desk, chairs, etc.)		
Four drawer standard file cabinet		
Four drawer safe (Mosler/Hamilton or equivalent)		
Adequate shelf space for required publications		
REQUIREMENTS	SUPPORTED	NOT SUPPORTED
Computer/printer comparable and compatible with other DOS offices (with e-mail capabilities)		
First aid kit/fire extinguisher		
Location close to RSO workspace and Response Room		
Telephone services and other misc. office supplies and equipment		
(2) Change/Response Room:		
Space requirements per the currently adopted OBO Building Code (Ref b.)		
A Class V weapons safe or vault for the proper storage of sensitive material, weapons, and ammunition		
Changing lockers (standing) (1 per Marine)		
Wall racks and storage locker with hasp for response equipment, black gear, and additional protective equipment		
Clearing barrel		
First aid kit/fire extinguisher		
Flashlights (durable, rechargeable)		
Search mirrors (1 per Marine)		
Radio chargers with applicable power outlets		
Secure (limited access) room, no windows		
Lighting to change into response gear		
(3) Safehaven:		
Mission specific, dependant upon threat ratings		
(4) Post One: Per the currently adopted OBO Building Code (Ref b)		
Refer to 12 FAH-5, Appendix E, MSG Booth		
Desktop space		
Selectone system		
Metal detector (fixed, handheld, or both)		
Local guard support at access point		
Intercom connectivity with the receptionist and local guard position(s)		
First aid kit/fire extinguisher		
Mirrors to cover blind spot(s)		
Wall unit for storage of ID card system and/or electronic equipment not authorized in CAA (pagers, cell phones, etc.)		

REQUIREMENTS	SUPPORTED	NOT SUPPORTED
HVAC controls (shutoff)		
Elevator override control		

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Base radio station with SelCall capability		
Protected egress from Post 1 (behind the hardline)		
Deal trays (minimum of two, one to the lobby and the other inside the hardline, another between Post 1 and the receptionist booth, if adjoined)		
Privacy covers on all "deal trays" that can be secured in place to prevent personnel from listening to the MSG on post conducting official business or to prevent the introduction of harmful substances		
Class V two-drawer safe		
Adequate camera coverage to observe the compound activities both during daylight and darkness		
Adequate telephone system		
Override ability to control the Compound Access Control (CAC)		
Shotgun rack installed		
Installation of a computer on Post 1 that allows access to the Closed-net (unclassified) e-mail system which allows the MSG to receive security notices and access authorizations necessary in the execution of their duties		
A dimmer switch to allow reduction and control of ambient lighting by the MSG on duty.		
(5) Weapons and/or Ammunition:		
Shotguns 870 12-gauge (1 per Marine)		
Authorized rifles (when required, minimum 1 per Marine)		
M-9 service pistols (1 per Marine)		
Any ETAG/FPRB approved weapon or support equipment as needed		
Adequate number of multi-purpose grenades		
Adequate quantity/mix of ammo (to include FamFire ammo, if applicable)		
Mace and/or pepper spray (Rec. 4 per Marine)		
Handcuffs (1 per Marine) and some for general purpose (Flexcuffs)		

REQUIREMENTS	SUPPORTED	NOT SUPPORTED
(6) Communications:		
Rechargeable hand-held radios with SelCall (1 per Marine and 1 additional for back-up)		
Detachment should be provided their own frequency, when possible		
Base station at Post 1, safehaven (if applicable) and at the Marine BEQ		
Mobile Station for Marine react vehicle		
Cellphone or adequate recall equipment (1 per Marine for react capability)		
B. MSG Quarters		
(1) Physical Security:		
Residential security requirements must meet or exceed 12 FAM/FAH residential security		

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requirements		
Exterior wall/fence/shrubbery around MSGQ Minimum height of 6 feet.		
Facility, to include exterior walls, doors, and windows meet blast and FE/BR standards (on compound only).		
Perimeter lighting to ensure sufficient illumination, Per the currently adopted OBO Building Code (Ref b)		
Safe area designated and built to requirements set forth in 12 FAM/FAH		
Emergency escape devices installed or alternate egress route on the 2nd floor and above		
Fire alarms, Carbon Dioxide Detectors, and other life-safety equipment installed per ICC Code requirements (Ref b)		
Setback distance from street (check if waiver is required)		
MSGQ residential alarm system and duress alarm enunciating directly at Post 1		
Response Alarm from embassy/consulate to MSGQ		
Weapons safe for storage of SPE (if required and authorized)		

REQUIREMENTS	SUPPORTED	NOT SUPPORTED
(2) Bedrooms:		
Sized per the currently adopted OBO Building Code (Ref b) (Minimum 12'x12')		
One bedroom per Marine		
Closet and storage space per the currently adopted OBO Building Code (Ref b)		
Air-conditioning and/or heating		
Furnishings (desk, chair, lamp, mirror, bed, dresser, and wall locker)		
(3) Head Facilities:		
One full head for every two Marines (toilet, sink, and shower). Female Marines must have access to secure facilities to ensure privacy		
(4) Common Areas: Per the currently adopted OBO Building Code (Ref b)		
Kitchen (freezers, refrigerators, microwave, water filters, stove, appliances, silverware, washer/dryer)		
Dining room (dishware, china, glasses)		
Common area of sufficient size for recreation and training of detachment		
Weight/Exercise room		
Living room (TV, DVD, VCR, and stereo)		
Storage areas for (mess, MWR (Morale, Welfare, and Recreation)), supply equipment)		
Smoke detectors, fire extinguishers, first aid kits		
Generator to provide back-up power		
Water storage tanks (if required)		
Domestic employee and/or MSG driver space		
Furniture		

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Annex K: MSG Detachment Movement Onto a New Embassy Compound/New Consulate Compound/To a New Office Building

1. Purpose. To outline the policy and procedures when moving a MSG detachment to an on-compound facility.

a. New Embassy Compound (NEC)/New Consulate Compound (NCC)

(1) It is the intent to ensure future MSG Quarters (MSGQs) are located on new embassy and consulate compounds (NECs/NCCs) to provide timely and sufficient coverage and to maximize the Force Protection of the detachment as part of the DOS' Long Range Overseas Buildings Plan.

(2) Periodic reviews will be conducted of MSG specific items/areas in the Standard Embassy Design (SED). Participants in these reviews will routinely include members of USMC, DS/IP/SPC/MSG, DS/C/PSP, and Overseas Buildings Operations (OBO). These reviews will be conducted at a minimum annually or upon request by DOS or USMC.

b. NEC/NCC and New Office Buildings (NOBs). Whenever construction or refurbishment of buildings that directly involve an existing detachment or an anticipated activation i.e. construction of Post One, response room, or MSGQ etc., Marine Corps representation for planning visits is encouraged when appropriate.

c. The Joint Requirements Survey (JRS) supportability checklist provided as Figure 1 of this annex will be utilized to validate all MSG detachment spaces at NECs/NCCs/NOBs and MSGQs for diplomatic missions with active MSG detachments. The International Code Council (ICC) OBO Code Supplements, as well as the SED, will be used for all MSG spaces within the mission and the MSGQ, if on the compound. A joint punch list identifying MSG-related areas requiring additional focus at the NEC/NCC/NOB will be developed during each visit. In order for the detachment to perform their primary and secondary mission as defined by this document, all applicable punch list items must be corrected before MSG detachment activation at the NEC/NCC/NOB. Similarly, at posts with an MSG detachment, to ensure the detachment can accomplish their primary and secondary mission, MSGs will not transition to the NEC/NCC/NOB until all support requirements identified in the JRS visits have been met.

d. Additional MSG support required for the movement of classified material to a NEC/NCC/NOB will be requested by the RSO to DS/IP/SPC/MSG and the respective MCESG regional headquarters. The standard support provided will be for a seven (7) to ten (10) day period and will consist of three (3) Marines per 24-hour post. Unresolved questions concerning support requirements should be

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forwarded by the MCESG Regional Commander to MCESG HQs and by the RSO through DS/IP/SPC/MSG to DS/DSS/IP for resolution.

2. Function Code 5746. In addition to VIP travel support, Function Code 5746 also includes the relocation to NEC/NCC/New Office Building (NOB) support costs.

a. Blanket travel authorization for temporary additional duty (TAD) MSGs supporting NEC/NCC/NOB moves is not authorized. Fiscal data, in the form of an Advice of Allotment (AOA) under Function Code 5746, must be obtained for the individual MSG as the support is provided.

b. If sufficient time is not available to receive the 5746 AOA prior to departure, posts may temporarily use funds available under Function Code 5732.

c. NEC/NCC/NOB relocation TAD travel support costs are authorized to be charged to the 5746 account. Excess 5746 funds are to be returned to DS/IP/SPC/MSG either during the mid-year or end of year budget data calls.

3. Funding Responsibilities. DS/IP/SPC/MSG will fund MSG support to NEC/NCC/NOB moves with reimbursement from the Marine Corps.

a. The Marine Corps will ensure funding for NEC/NCC/NOB moves is budgeted for during the Program Objective Memorandum (POM) cycle.

b. DS/IP/SPC/MSG and MCESG HQs will conduct a mid-year TAD travel expenditures review as well as analyze historical NEC/NCC/NOB budgetary patterns to ascertain funding levels for the remainder of the fiscal year.

c. TAD travel funding levels should not exceed authorized amounts in the MSG Program POM.

d. Should the TAD travel budget ceiling, in direct support of NEC/NCC/NOB moves be reached, internal reprogramming efforts will be conducted to fund the limited additional TAD travel costs.

4. Reimbursement Procedures. In the event 5732 funds are used to support an NEC/NCC/NOB move, the following reimbursement procedures should be followed by post FMO sections:

a. Submit the final travel settlement amount to DS/IP/SPC/MSG for reimbursement as soon as available. A copy of the request will be provided to the DetComdr and MCESG Regional Commander; and

b. Once funds are received from DS/IP/SPC/MSG, post FMO personnel are to advise the DetComdr of the receipt of funds and reimburse the 5732 funds within

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five business days. Annex K, Figure 1: Marine Security Guard Detachment Relocation to New Embassy Compound/New Consulate Compound/MSGQ

References:

- (a) Memorandum of Agreement between the Department of State and the U.S. Marine Corps
- (b) Editions of the following documents as attached to each contract:
 - (1) International Code Council (ICC) Family of Codes as adopted by OBO;
 - (2) ICC-OBO Code Supplements;
 - (3) Space Requirements Program (SRP); and
 - (4) Requirements Integration Package (RIP)
- (c) 12 FAH 5
- (d) 12 FAH 6 (S)
- (e) BnO P3501.1_

Activation Requirements

The following is a basic checklist to provide assistance to those missions scheduled for relocation of a MSG detachment on a New Embassy Compound/New Consulate Compound (NEC/NCC). The references listed above were used to establish and support requirements that must be met prior to the activation or relocation of a detachment on a NEC/NCC. This checklist provides the framework for space and support items as approved during the Space Requirements Program (SRP) phase and contained in the Requirements Integration Package (RIP). The checklist will be reviewed during a Joint Requirements Survey (JRS), which will be conducted by an officer(s) from the appropriate MCESG Regional Command in coordination with the RSO and/or other post officials.

REQUIREMENTS	SUPPORTED	NOT SUPPORTED
A. Chancery		
(1) Detachment Commander's Office: In accordance with the SRP (Ref. b(3))		
Space and lighting (close to Post 1, and include work space for MSGs to do collateral duties)		
Office furniture (desk, chairs, etc.)		
Four drawer standard file cabinet		
Four drawer safe (Mosler/Hamilton or equivalent)		
Shelf space for required publications		
Computer/printer comparable and compatible with other DOS offices (with e-mail capabilities)		
First aid kit/fire extinguisher		
Location, close to RSO workspace and Response Room		
Telephone services and other misc. office supplies and equipment		

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(2) Change/Response Room:		
Space Requirements, In accordance with the SRP (Ref b(3))		
A Class V weapons safe or vault for the proper storage of sensitive material, weapons and ammunition		
Changing lockers (standing) (1 per Marine)		
Wall racks and Storage locker with hasp for react equipment, black gear, and additional protective equipment		
Clearing barrel		
First aid kit/fire extinguisher		
Flashlights (durable, rechargeable)		
Search mirrors (1 per Marine)		
Radio chargers with applicable power outlets		
Secure (limited access) room, no windows		
Lighting to change into response gear		
(3) Safehaven:		
Mission specific, dependant upon threat ratings		
(4) Post One: In accordance with the Requirements Integration Package (RIP) (Ref. b(4)) and the Space Requirements Program (SRP) (Ref b(3))		
Refer to 12 FAH-5, Appendix E, MSG Booth		
Desktop space		
Selectone system		
Metal detector (fixed, handheld or both)		
Local guard support at access point		
Intercom connectivity with the receptionist and local guard position		
First aid kit/fire extinguisher		
Mirrors to cover blind spot(s)		
Wall unit for storage of ID card system and and/or electronic equipment not authorized in CAA (pagers, cell phones, etc.)		
HVAC controls (shutoff)		
Elevator override control		
Base radio station with SelCall capability		
Protected egress from Post 1 (behind the hardline)		
Deal trays (minimum of two, one to the lobby and the other inside the hardline, another between Post 1 and the receptionist booth if adjoined)		
Privacy covers on all "deal trays" that can be secured in place to prevent personnel from listening to the MSG on post conducting official business or to prevent the introduction of harmful substances.		
Class V safe, two drawer		
Camera coverage to observe the compound activities during daylight/darkness		
Telephone system		
Override ability to control the CAC		
Shotgun rack installed		

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Installation of a computer on Post 1 that allows access to the Closed-net (unclassified) e-mail system which allows the MSG to receive security notices and access authorizations necessary in the execution of their duties		
A dimmer switch to allow reduction and control of ambient lighting by the MSG on duty.		
(5) Communications:		
Where authorized and allowed by the host country, rechargeable hand-held radios with SelCall (1 per Marine and 1 additional for back-up); or cellular telephones/pagers		
Detachment should be provided their own frequency, when possible		
Base station at Post 1 (relocated from old building), safehaven (if applicable) and at the Marine MSGQ		

REQUIREMENTS	SUPPORTED	NOT SUPPORTED
B. MSG Quarters		
(1) Physical Security:		
Residential security requirements must meet or exceed 12 FAM/FAH residential security requirements		
Exterior wall/fence/shrubbery around MSGQ minimum height of 6 feet.		
Facility, to include exterior walls, doors, and windows meet blast and FE/BR standards.		
Perimeter lighting to ensure sufficient illumination in accordance with requirements of OBO Building Code (Ref b(1 & 2))		
Safe area designated and built to requirements set forth in 12 FAM/FAH		
Emergency escape devices installed or alternate egress route on the 2nd floor and above		
Fire alarms, Carbon Dioxide Detectors, and other life-safety equipment installed in accordance with requirements of OBO Building Code (Ref b (1&2))		
Setback distance from street (check for waiver if required)		
MSGQ residential alarm system and duress alarm enunciating directly at Post 1		
Response alarm from embassy/consulate to MSGQ		
Weapons safe for storage of SPE (if required and authorized)		
(2) Bedrooms:		
Sized per the SRP (Ref b(3)) (Minimum 12'x12')		
One bedroom per Marine		
Closet and storage space in accordance with the SRP (Ref		

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b(3))		
Air-conditioning and/or heating in accordance with requirements of OBO Building Code (Ref b(1 & 2))		
Furnishings (desk, chair, lamp, mirror, bed, dresser, and wall locker) per the RIP (Ref b(4))		

REQUIREMENTS	SUPPORTED	NOT SUPPORTED
(3) Head Facilities: In accordance with the SRP (Ref b(3)) (Minimum one full head for every two Marines (toilet, sink, and shower). Female Marines must have access to secure facilities to ensure privacy.)		
(4) Common Areas: (In accordance with the SRP (Ref b(3))		
Kitchen (freezers, refrigerators, microwave, water filters, stove, appliances, silverware, washer/dryer)		
Dining room (dishware, china, glasses)		
Common area of sufficient size for recreation and training of detachment		
Weight/Exercise room		
Living room (TV, DVD, VCR, and stereo)		
Storage areas for (mess, MWR (Morale, Welfare, and Recreation), supply equipment)		
Smoke detectors, fire extinguishers, first aid kits		
Generator to provide back-up power		
Water storage tanks (if required)		
Domestic employee and/or MSG driver space		
Furniture		

Annex L: VIP Support
(Change Date: 05-05-11)

1. Purpose. To outline the policy and procedures concerning MSG support for VIP visits.

a. Policy

(1) Except where arming is prohibited, provide armed security support for protection of classified material during visits by the President (POTUS), Vice President (VPOTUS), and Secretary of State. In order to maintain operational readiness at all diplomatic and consular missions with MSG detachments, MSG duty posts will be kept to the absolute minimum required to safeguard classified material. MSGs are usually assigned to provide protection of the classified material temporarily stored in the controlled area (secure floor) during a VIP visit. Each visit is unique and there are a number of factors that will impact on the security requirements. Most VIP visits require one 24-hour fixed post. Two or more MSG guard-posts will normally be required when POTUS and the Secretary of State travel together. On the rare occasion, when no other alternative exists and the hotel configuration requires it, additional 24-hour posts may be necessary to secure the controlled area.

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(2) The respective RSO is responsible for coordination of post's security requirements for protection of classified materials, including MSG support, and will be tasked with acting as the security liaison for the specific visit. In support of POTUS and VPOTUS travel, RSOs should coordinate MSG requirements with DOS's Bureau of Administration, Office of the Executive Director, Technical Security and Safeguards (A/EX/TSS) during the site survey and with the TSS Coordinator on-site during the advance. POTUS and VPOTUS MSG requirements are for the sole purpose of supporting the White House Staff offices with internal security services to prevent the compromise of classified information and equipment vital to the national security of the United States.

b) In support of Secretary of State travel, RSOs should coordinate MSG requirements with the Office of the Secretary/Office of the Executive Director (S/ES-EX) and the Secretariat Staff Line Assistant. Secretary of State MSG requirements are for the sole purpose of providing internal security services to prevent the compromise of classified information and equipment vital to the national security of the United States.

(3) MSG support requirements will be coordinated by the RSO at the visited post with the MCESG Regional Commander. Questions concerning support requirements should be forwarded by the MCESG Regional Commander to MCESG HQs, and by the RSO through DS/IP/SPC/MSG to DS/DSS/IP for resolution.

(4) RSOs are required to provide specific written guard orders for each post covered by an MSG. Guidance for preparation of guard orders is provided in 12 FAM 436.

b. Procedures for requesting MSGs for VIP Support

(1) When requesting temporarily assigned MSGs in support of a VIP visit, the RSO should identify via SharePoint Report the mission of each post, the duration, the number of MSGs required, the arrival and departure dates of MSG coverage, the date and time the post is to be activated/deactivated, and any other pertinent information. The SharePoint Report can be found on the CLAN at <http://ds.m.state.class/sites/RSO/VIP/default.aspx>.

(2) If visas are required to enter the country and post can arrange airport visas or make other arrangements, that information should be included in the SharePoint Report.

(3) Once a VIP support request has been validated by DS/IP/SPC/MSG, MCESG HQs is responsible for identifying the individual MSGs to be tasked for a VIP visit and providing that information to DS/IP/SPC/MSG.

c. MSG Duties

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- (1) Perform access control functions for the controlled area where classified material is stored and processed during the visit.
- (2) Perform access control for cleared personnel into the controlled area.
- (3) Prevent unauthorized personnel from entering the controlled area.
- (4) Ensure that any char force or other uncleared authorized personnel are logged in, properly escorted, and logged out.
- (5) Assist with the close of business sweeps for classified material prior to returning the hotel rooms to the hotel.

d. Funding Responsibilities

The Marine Corps will fund MSG support of VIP visits for POTUS, VPOTUS and the Secretary of State under the Command Operational Targeting Account (OPTAR).

Annex M: MSG Off-Duty Employment

Purpose. To provide guidance and establish procedures regarding off-duty employment of MSGs.

a. Background. Off-duty MSGs may be employed under personal services agreements (PSAs), on a strictly voluntary basis, into advertised vacancies that otherwise do not violate paragraph b (4) of Annex H, entitled "Inappropriate Duties." Such employment must be on a limited basis and only when exigent circumstances exist at the post, due to a post's inability to recruit cleared Americans.

b. Hiring of MSGs. MSGs are USG employees and provide 24-hour coverage on an on-call or stand-by basis. Therefore, in order to employ a USG employee and to compensate him/her for extra duties requires a waiver from the DOS, coordinated with DS (DS/IP/SPC/MSG) and the USMC (MCESG HQs), to allow such simultaneous employment. In the event of uniquely critical and exigent circumstances at post, and in the absence of available cleared U.S. citizens and/or Appointable Eligible Family Members (AEFMs), as an exception to the paragraph herein entitled "Inappropriate Duties", the DOS may grant authority for a post to employ off-duty MSG USPSAs on a limited and voluntary basis.

(1) Approval to use MSGs will be granted only in very rare instances for limited time periods when posts are able to provide strong justification pertaining to the urgency of the projects to be completed and the lack and/or availability of obtaining or assigning American staff to perform the required escort services.

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Factors such as emergencies at post, the number of family members at post, and whether the post is an accompanied tour will be taken into consideration.

(2) In accordance with directives from MCESG, under no circumstances will Marines be employed off-duty other than to perform authorized jobs and services. Due to safety risks and security safeguards, this mandate strictly prohibits MSG assistance to laborers and/or construction surveillance in conjunction with the escort position.

c. Procedures for Requesting Approval. HR Officers at post must submit requests for approval of the PSA employment of off-duty MSGs by cable to the Bureau of Human Resources, Office of Overseas Employment, Human Resources Management (HR/OE/HRM) International HR Manager, with concurrence from DS/IP/SPC/MSG, and in consultation with the Family Liaison Office (M/DGHR/FLO), as required, as well as info to the regional/functional bureau, RSO, and the MCESG Regional Commander.

(1) Not every request will be approved. It must be fully compatible with the MSG's primary function and status at post.

(2) Requests for approval to employ MSGs must include the following information:

(a) Description of the exigent circumstances with justification for employing MSGs in a given job. This should include the availability of cleared American staff, available U.S. citizen family members for employment, use of the Overseas Buildings Operations' Cleared American Guard contract, and any efforts made to locate other appropriate staff for the job.

(b) Position statement or description of the proposed job responsibilities.

(c) Length of time the exigent circumstances are expected to exist and length of time the services will be needed.

(d) Number of employees needed for the job, proposed duty schedule and location.

(e) Description of post plans to ensure that employment of off-duty Marines will not under any circumstances interfere with or detract from the officially designated MSG functions.

(f) Certify that post's request has been approved by the RSO and the MCESG Regional Commander.

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d. Hiring Process and Procedures. HR/OE/HRM, in conjunction with DS, and FLO as required, will issue an authorization cable upon approval of the request for off-duty MSG employment. Employment arrangements for off-duty MSGs are accomplished using a PSA, on a when-actually employed (WAE) basis. Approval of employment of off-duty Marines must not be confused with authorization of traditional positions that must be requested and obtained from the employing DOS regional bureau. Therefore, even if post has authorization for a PSA from the employing bureau, a separate authorization following the procedures in this annex is required if one or more off-duty Marines are to be employed.

e. Classification and Compensation. Compensation will be set in accordance with the Foreign Service or extended Foreign Service pay schedule. Jobs will be evaluated and classified on the same basis for MSGs as is done for traditional positions. Incumbents will be paid at step one of grade on either pay schedule unless an exception rate of pay is warranted. In the event that post has experienced extreme difficulties in recruiting for a specific job, post may seek an exception rate of pay from the regional bureau executive director in justification for a recruitment incentive. Such an exception must be granted in advance of hiring under PSA, and is limited to the length of the agreement. If approved, the exception rate would apply to all PSAs (including MSGs) who are performing the same job at post for which the exception is granted. As a WAE PSA, off-duty MSGs are not entitled to any employee benefits, including annual or sick leave. They are subject to U.S. Federal and State Income Tax withholding and FICA and Medicare contributions. Incumbents will be pay-rolled through FSC Charleston.

f. Personnel Actions. The personnel action for processing PSAs (JF-62A) must indicate the FP grade level as the authorized classification for the job to include any additional steps, as applicable. However, upon authorization of an exception rate of pay (as calculated in accordance with 3 FAM 8100, Appendix A (3 FAM 173 d)), the new rate must be rounded to the nearest dollar, and highlighted with an asterisk (*) to include step level "00". In addition, the remarks section of the JF-62A must cite the new rate as an "* exception rate of pay authorized by the regional bureau/EX/DIR, initials and date". Post must also certify the authorized exception rate in the PSA terms for submission and payroll to FSC Charleston, American Payroll (APAY).

g. Termination. MSGs under PSAs may be terminated at any time and for any reason by post management, the DetComdr, and/or the MCESG Regional Commander, in coordination with HR/OE/HRM and DS/IP/SPC/MSG.

h. Other Considerations

(1) Posts approved to employ off-duty MSGs must not "dedicate" jobs to the MSGs. Nor may posts require Marines to accept these off-duty assignments. When the need for work exists, post is still required to conduct a recruitment

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process in accordance with post procedures and accept applications from all interested parties, giving preference to eligible family members and veterans preference eligible for employment opportunities.

(2) As applicable, posts must notify the regional bureau, DS/IP/SPC/MSG, and HR/OE/HRM of subsequent changes in the number of MSGs that are required to perform a job.

(3) Other means of "employing" Marines, such as purchase orders and imprest fund transactions are not to be used.

(4) This guidance only applies to the auxiliary employment of off-duty MSGs. It does not apply to service members of other branches of the U.S. Military.

(5) This guidance in no way changes the present methods of funding or recruiting for positions.

Annex N: MSG Housing

Purpose. To outline policy, procedures, and responsibilities for housing personnel assigned to MCESG abroad.

a. Quarters

(1) It is the Department of State's policy to include Marine security guard quarters (MSGQs) on all New Embassy Compounds (NECs)/New Consulate Compounds (NCCs). Any deviation from this policy must be approved by the DOS Under Secretary for Management. All MSGQs built on compound will adhere to the International Code Council (ICC) Family of Codes and Code Supplements; the Space Requirements Program (SRP); and the Requirements Integration Package (RIP) of the Standard Embassy Design (SED). All DOS regulations regarding MSGQ space allocations will be taken into account. Single enlisted Marines within detachments will normally be quartered together in a fully furnished USG-owned, leased, or otherwise held MSGQ. Every effort will be made to ensure full compliance with 12 FAH-6 when considering new MSG residences. These quarters will include adequate single bedrooms with sufficient storage for clothing. The common living spaces will be sufficient in size to accommodate the entire detachment, as well as a reasonable number of guests. In those instances where, due to the physical limitations of the local environment or the requirements of operational security, the MSGQ is unable to comply or meet the prescribed standards, the mission will request an exception to the MSG housing requirements from DS/C/PSP via the Chief, DS/IP/SPC/MSG and the MCESG Commanding Officer. This exception will be reviewed periodically by the MCESG Regional Command inspecting officers and briefed to the respective MCESG Regional

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Commander, RSO, and other mission officials via the semi-annual inspection process. When requesting new quarters for the detachment, any requests for an exception to physical security standards must be forwarded to DS/C/PSP for processing and approval by the Assistant Secretary for Diplomatic Security (DS).

(2) DOS provides, with reimbursement from USMC OMMC (5732 funds), for maintenance and repair (including grounds) at all short-term lease DetCmdrs' quarters, T/O-designated Assistant DetCmdrs quarters, MSGQ, and MCESG Regional Command headquarters personnel quarters (if living overseas) if not otherwise provided by the landlords in short-term lease agreements (15 FAM Exhibit 341B, Article 7 – Landlord Rights and Responsibilities). Maintenance and repair (including grounds) for all long-term and government-owned quarters, occupied by MCESG personnel, will be funded by DOS without reimbursement from the Marine Corps. DOS will provide for all utilities for the same residential facilities with reimbursement from the Marine Corps. (See Annex A. Funding Matrix at Section 1. Operations and Maintenance, a. Residential Support (3) for further delineation.)

(3) Although DOS will provide all furnishings as required by 15 FAM 720, e.g., complete furnishings, glassware, tableware, kitchen utensils, table linens, bed and bath linens, cooking and cleaning gear, light bulbs, etc. (See Annex A), all will be reimbursed by the Marine Corps. Due to MSG duties and physical requirements, water purifiers and/or bottled water will be provided to all Marine residences, per request, as well as MSG detachment and MCESG Regional Command office workspace. DOS will make those services available with reimbursement from the Marine Corps.

(4) The DOS will provide separate, fully furnished, USG-owned, leased, or otherwise held housing for:

(a) DetComdrs;

(b) T/O-designated Assistant DetComdrs who are staff noncommissioned officers; and

(c) MCESG Regional Command headquarters personnel abroad in the grade of staff sergeant and above. This housing will be in accordance with published DOS guidelines pertaining to allocation of residential space and provisions in 15 FAM 230.

(5) A staff sergeant or Marine of higher rank serving in a T/O-designated A/DetComdr billet qualifies for the same housing and marital status privileges as a DetComdr.

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(6) The DOS will provide separate fully furnished USG-owned, leased, or otherwise held quarters for single enlisted Marines assigned as clerks to MCESG Regional Command headquarters abroad in accordance with published DOS housing guidance. The missions will provide for all maintenance, utilities, and other support that is typically provided for other basic housing, with funding as previously stated, including the same furnishings and water purifiers and/or bottled water, as appropriate. MCESG Regional Command clerks will also be provided with the same type of basic flatware, glassware, china, kitchen utensils, cookware, bed linens and towels, cooking and cleaning gear, and light bulbs provided to the consolidated MSGQs.

(7) The DOS will provide, to the extent possible, assistance to MSG detachments in drafting contractual agreements with local nationals in the hiring of domestic help. The DOS will fund, with reimbursement from the Marine Corps, the cost of the initial and annual/semi-annual physical exams and tests for the cooks and other personnel associated with food preparation employed for the MSGQ. In addition, for employees hired by a detachment and paid with Mess/MWR (morale, welfare, and recreational) funds, the detachment will annually place in a separate account funds sufficient to remit to that employee the severance or retirement payment required by the host nation law. In the event the employee forfeits said payment, the severance pay/retirement funds for the employee will be remitted to the detachment Mess/MWR fund at such time as host nation law officially recognizes the forfeiture.

b. Emergency Response Capability

(1) Location of Quarters. Threats of mob violence or other crisis contingencies require the quick response capability of the detachment. In the selection of a proposed MSGQ, the post Emergency Action Committee, as well as the MCESG Regional Commander should be consulted to ensure that the location is within a reasonable amount of time for effective response by the MSGs in the event of a crisis or exigent circumstances. In circumstances where a suitable MSGQ cannot be located within a reasonable distance and time from the embassy/consulate, the Commander, MCESG, and the Chief, DS/IP/SPC/MSG must approve the residence. DetComdrs will maintain emergency recall rosters to meet requirements for emergency response.

(2) Residential Telephones. The U.S. mission to which MSG detachments and MCESG Regional Command headquarters are assigned will provide telephone service, to include back-up communications, for all Marine residences in order to ensure a quick emergency response capability. The use of post-provided telephones is limited to official calls only, and to personal calls provided that the additional expense will be borne by the individual Marine. The USMC will reimburse DOS for the cost of these telephones and charges for official calls.

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Annex O: Training

Purpose. To outline required training for personnel assigned to MCESG and designated DOS personnel.

a. General Marine Security Guard Program. MSG Program officers and enlisted personnel will complete an established course of training developed and agreed upon by DOS and the USMC. Refresher training should be provided by the RSO and, whenever possible, by members of the Diplomatic Security, Office of Mobile Security Deployment (DS/T/MSD).

b. Marine Security Guard School. Marines will be trained for this program at the Marine Security Guard School, Quantico, Virginia, a joint USMC and DOS school under the direction of the Commanding Officer, MCESG. The mission of the school is to provide trained and qualified DetComdrs and MSG watchstanders who are capable of performing as Marine security guards under the terms of this agreement. The Commanding Officer, MCESG, will approve for assignment only those Marines who have successfully completed the prescribed training and possess the qualities of integrity, maturity, professionalism, discipline, vigilance, honor, courage, and commitment to serve as Marine security guards and represent the United States abroad. In all matters pertaining to training criteria, the Director or designee, DS Training Center, shall represent DS. The DS Training Center, in collaboration with the Marine Security Guard Branch, will coordinate with the MCESG in determining the curriculum for the training. The DOS will provide a special agent as a voting member of the MSG School Screening Board and special agents or other DS personnel as needed to instruct Marines on security subjects. The Marine Corps will provide the facilities, the basic instructors, and staff.

c. MCESG Regional Headquarters Officer/First Sergeant Training. MCESG HQs will sponsor and conduct a course of instruction (COI) to be given to Marine officers and first sergeants assigned to MCESG Regional Commands. The COI will provide an orientation to the MSG Program, specifics associated with it, and also training in the conduct of their duties. Headquarters, USMC will ensure that assignments of Marine officers and first sergeants to the Program are timed so they are able to attend the course prior to their assignment abroad. The curriculum for the course will be determined jointly by MCESG and DS. DS will provide personnel to assist with the instruction of security topics, the composition and function of a diplomatic mission, an overview of the DOS' worldwide security program, and a security briefing on the geographic area to which the officer or first sergeant is being assigned.

d. Spouse Training. The DOS and MCESG will sponsor an orientation program in the Washington, D.C. area for spouses accompanying DetComdrs, T/O designated A/DetComdrs, and MCESG regional headquarters officers and first sergeants abroad. The DOS will fund the course with reimbursement from the

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Marine Corps. The Marine Corps will directly fund the spouses' travel and per diem expenses.

e. Special Agent Training. RSOs are DS special agents who have received basic agent training, specialized training, and in-service training, as applicable. They must also successfully complete the RSO course prior to assignment abroad. DS officers will undergo training on the operational supervision, logistical, and administrative support of the detachment as part of the RSO course curriculum. RSOs and certain Assistant RSOs, as designated by DS/DSS/IP, are certified by the DS Training Center as Firearms Instructors. These DS trained firearms instructors are responsible for coordination and oversight of all MSG FamFire training. This training is provided by the DOS without reimbursement from the Marine Corps. As the operational supervisor of the MSG detachments, RSOs, or their designated security representative, shall coordinate operationally oriented periods of instruction, guard schools, and emergency response drills. Regular participation by the RSO and their designated representative is strongly encouraged.

f. Language Training. In countries where English is not the primary language, the DOS will provide mission-oriented language instruction to the detachment and MCESG Regional Command headquarters Marines at their mission of assignment. In primarily English-speaking countries where missions provide instruction in other commonly spoken languages, MSG watchstanders, DetComdrs, T/O designated A/DetComdrs, and MCESG Regional Command headquarters Marines will be afforded the same language opportunities. The RSO and DetComdr will ensure the participation of the MSGs in the training within the constraints of operational commitments. Family members may be provided language training on a space available basis at no additional cost to the MSG Program. The DOS will fund language training with reimbursement from the Marine Corps.

Annex P: Department of Defense Educational Activity (DoDEA)

1. Purpose. To outline the policy and procedures for DoDEA support
2. The DoDEA is the education authority for DoD that establishes the regulations and is responsible for providing education to DoD eligible family members. The vast majority of MSG detachments are located in cities where there are no DoDEA schools. Therefore, most children will attend local, independent, international, or private schools. The Defense Attaché Office (DAO), Operations Coordinator (OPSCO), is the point of contact at post for DetComdrs when there are questions concerning enrollment procedures and funding when a DoDEA school is not available. If there is no DAO, DoDEA will be the point of contact. The DoDEA Non-DoD School Program is for students of DoD employees who are assigned to locations where there is no DoDEA school. DoDEA activities are divided into three Area offices that are designed to deal with DoD employees directly.

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3. Information about the Non-DoDEA School Program and contact information can be found at the following sites.

- a. DoD Dependents Schools Europe/Middle East/Africa.

<http://www.eu.dodea.edu/nondod.htm>

DSN: (314) 338-7220/7221

Commercial: (49) (0) 611-380-7220/7221

FAX: (314) 338-7671/7279

Commercial: (49) (0) 611-380-7671/7279

- b. DoD Dependents Schools Pacific (Okinawa, Japan, Korea) DoDDS-Pacific/DDESS-Guam

<http://www.pac.dodea.edu/edservices/NonDoDSchools/nondod.htm>

DSN Phone: 644-5686 or 644-5687

DSN Fax: 644-5751

Commercial Phone: 81-611-744-5686 or 81-611-744-5687

Commercial Fax: 81-611-744-5751

E-mail: NDSP@pac.dodea.edu

Mailing Address:

DoDDS-Pacific/DDESS-Guam Director's Office

Attn: Non-DoD Schools Program

Unit 35007

APO AP 96376-5007

- c. DoD Domestic Dependent Elementary and Secondary Schools (DDESS) -

The NDSP/Americas program area of responsibility encompasses locations throughout North, South, and Central Americas

<http://www.am.dodea.edu/NDSP/index.htm>

NDSP/Americas Program Contacts

Mailing Address:

Domestic Dependent Elementary and Secondary Schools – Area Service Center

ATTN: Non-DoD Schools Program/Americas

700 Westpark Drive, 3rd Floor

Peachtree City, GA 30269

NDSP/A Program Manager:

Telephone: (678) 364-8004

Facsimile: (678) 364-8078

email: NDSP.Manager@am.dodea.edu

NDSP/A Program Administrator:

Telephone: (678) 364-8036

Facsimile: (678) 364-8078

email: NDSP.Administrator@am.dodea.edu

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NDSP/A Special Education Specialist:
Telephone: (678) 364-8010
Facsimile: (678) 364-8078
email: DDESS.SpecEd@am.dodea.edu

Annex Q: Legal and Discipline Authority

Purpose. To establish procedures and publish guidance for the handling of a variety of legal issues that may be encountered at U.S. diplomatic or consular missions.

a. Diplomatic or Consular Status

(1) All Marines assigned to the MSG Program abroad will be accredited to the highest possible diplomatic or consular status consistent with international law, contingent upon the status being agreed to by the receiving State. The diplomatic mission will notify the receiving State that the Marine, at a minimum, is a member of the "administrative and technical staff" of the embassy, if assigned to an embassy, or is a "consular employee" if assigned to a consular post outside the capital. It is agreed that in each case where Marines are not accredited as members of the administrative and technical staff or consular employees, the DOS will promptly report such instances to HQMC PP&O (Security) and MCESG HQs together with the reasons therefor.

(2) It is the intention of both the DOS and the USMC to maintain the administrative and technical staff immunity status or consular employee immunity status of Marines in accordance with the Vienna Convention on Diplomatic Relations and the Vienna Convention on Consular Relations. This practice affords the Marine a protected status consistent with the risks associated with the potential use of deadly force and, in addition, sets a common standard for the status of Marines at U.S. diplomatic or consular missions.

(3) The DOS and the COM or PO of a consular post will take every appropriate step, consistent with the applicable international law, to assure that all immunities from the criminal, civil, and administrative jurisdiction of the receiving State to which MSG Program personnel are entitled are handled in the same way as those to which other members of the mission are entitled. In cases not covered by immunity under international law, the DOS and the COM or PO will nonetheless make every effort to protect the interests of the Marine consistent with the interests of the USG.

b. Diplomatic Passports

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(1) All Marines assigned to U.S. diplomatic or consular missions and their eligible family members (EFMs) will be issued diplomatic passports for the duration of their tour of duty; it being understood that such passports alone afford their bearers no status or immunities under international law. Diplomatic or consular status and immunities are the result of accreditation to the respective country of assignment and are operative only within the territory of that State, and to a limited extent during direct transit to and from the United States or between missions to which the individual MSG is accredited.

(2) Diplomatic passports will be issued to select Marine personnel assigned to MCESG HQs who are frequent travelers to U.S. missions abroad in support of the MSG Program. Diplomatic passports will be issued, based upon the recommendation of the Commander, MCESG, subject to coordination with DS/IP/SPC/MSG and approval by the Bureau of Consular Affairs, Passport Services (CA/PPT). Passports will be recovered by the Marine Corps upon the completion of the tour of duty and returned to the DOS.

c. Tort Claims. All Marines assigned to the MSG Program abroad will be considered Department employees for the purpose of responding to tort claims under Sections 2669(f) and 2669-1 of title 22, United States Code, in the event that the conduct at issue was undertaken within the course and scope of MSG duties in connection with Department of State operations. Claims involving MSG conduct undertaken outside the scope of MSG duties will be forwarded to the service executing single service claims responsibility for the country where the alleged incident precipitating the claim occurred, as set forth in DoD Instruction 5515.08 dated November 11, 2006.

For those countries assigned to Navy:

Office of the Judge Advocate General
Tort Claims Unit
9620 Maryland Avenue, Ste 100
Norfolk, VA 23511-2989

For those countries assigned to Army:

Army Claims Service
Attn: JACS-TCF
4411 Llewellyn Avenue
Fort Meade, MD 20755-5360

For those countries assigned to Air Force:

AFLOA/JACC
1501 Wilson Blvd., 8th. Floor

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Arlington, VA 22209

Claims involving MSG conduct undertaken outside the scope of MSG duties in countries in which there is no service identified as executing single service claims responsibility will be addressed on a case-by-case basis following coordination between the RSO and MCESG.

d. Preliminary Inquiries. The RSO, in his/her capacity as operational supervisor of the MSG detachment, can conduct preliminary inquiries (i.e. ask questions, probe about an alleged incident or misconduct) to determine if the alleged incident warrants further coordination and possible investigation by MCESG, the USMC, and/or NCIS.

e. Investigations.

(1) Excepting requirements addressed by the Intelligence Authorization Act (IAA) for 1990, section 603, to wit: violations of the espionage laws of the United States, all investigations involving MSGs or MSG matters will be conducted by MCESG, the USMC, and/or NCIS in accordance with applicable regulations. MSGs shall not be considered DOS employees, as defined in 22 CFR §172, for purposes of investigations or subsequent military administrative or judicial proceedings. Therefore, procedural requirements for or actual DOS approval of MSG participation (i.e., producing, disclosing, releasing, commenting upon or testifying regarding official information as defined in 22 CFR §172) in such matters (Touhy regulations) shall not apply. However, pursuant to the IAA for 1995, section 811, the Federal Bureau of Investigation (FBI) will be advised immediately of any information, regardless of its origin, which indicates that classified information is being, or may have been, disclosed in an unauthorized manner to a foreign power or an agent of a foreign power.

(2) It is fully understood that the COM at U.S. missions abroad is the personal representative of the President to the country of accreditation. The COM is responsible for the direction, coordination, and supervision of all U.S. Government Executive Branch employees in that country (except for Voice of America (VOA) correspondents on official assignment and employees under the command of a United States area military commander). As such, the COM retains the right to remove individual MSGs from post pending completion of an ongoing investigation, if in the interests of the U.S. Government.

(3) Regional security officers and relevant DS Headquarters' Investigative Offices, to include DS/DO/ICI, will be notified in advance of all cases where MCESG, USMC, or NCIS investigative elements wish to conduct investigative activities in a jurisdiction under chief of mission authority.

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f. Uniform Code of Military Justice. All Marine Corps personnel are subject to the Uniform Code of Military Justice at all times, and DOS personnel, to include RSOs and COMs, will make every effort to facilitate Marines' compliance thereof.

g. Disciplinary Authority. The Marine Corps retains sole responsibility for disciplinary action over all MSG personnel. MCESG will make all reports necessary for compliance with 28 U.S.C. 535, or as otherwise required by statute, regulations, or interagency agreement. Disciplinary authority and adjudication of MSG Program personnel misconduct will be in accordance with the Uniform Code of Military Justice.

Annex R: United States Marine Corps Birthday Celebrations

Purpose. To provide guidance for the conduct of Marine Corps birthday ceremonies.

a. General Guidance. The Marine Corps birthday ceremony is a celebration of Marine Corps heritage. Birthday ball celebrations will reflect appropriate tribute to the heritage of the Marine Corps. Celebrations can be as simple as a cake cutting ceremony attended by MSGs or it can be a formalized function to include dinner and entertainment. The MSG detachment should not dedicate funds or time beyond their current capabilities in order to observe the Marine Corps birthday. The detachment will not conduct a birthday celebration for the express purpose of an embassy diplomatic or representational function. The primary purpose of the celebration must remain the observance of the Marine Corps birthday. Conduct of the Marine Corps Birthday celebration will be in accordance with MCO 7040.11.

b. Planning. Marine Corps birthday ceremonies are a MSG detachment function held at the discretion of the DetComdr and the MCESG Regional Commander. The COM or PO and RSO may limit the size and location of the ceremony for security reasons based on threat conditions and/or political climate. Planning of ceremonies will not detract from operational commitments or degrade the response capability of the detachment.

(1) The detachment will submit a proposed plan for the birthday celebration to their MCESG Regional Commander to include: proposed location(s), cost estimates, fundraising goals, proposed fundraising activities, estimated attendance, RSO present and projected threat assessment, and any other pertinent information. Such proposals shall be submitted and approved by the MCESG Regional Commander prior to any commitments being made by the detachment.

(2) The MCESG Regional Commander shall review the proposal and make changes when necessary, to ensure that the celebration comports with the Commander's intent and the above general guidance. When it appears that the

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celebration will significantly interfere with the operational commitments of the detachment, or consume exorbitant amounts of time and/or money, the Regional Commander may, in his/her discretion, direct that a cake cutting ceremony be held in lieu of a birthday ball.

Annex S: Equipment and Logistics
(Change Date: 05-05-11)

Purpose To outline the joint policy regarding uniform, response equipment, and new technical security systems.

- a. MSGs, when posted for duty, will be in the uniform officially prescribed by the Marine Corps. Wearing of the Marine Corps uniform with the prescribed sidearm while on duty will be mandatory unless, in extraordinary cases, the COM or PO make exceptions to this general rule due to exceptional political conditions and/or local prohibitions within the country. The uniform to be worn will be prescribed by the Commander, MCESG.
- b. The Marine Corps will provide the prescribed Marine Corps uniforms, ancillary equipment and basic response gear, including Chemical Biological Radiological and Nuclear (CBRN) Defense Individual Protective Equipment (IPE). All duty equipment must be set up and utilized as per the direction of the Equipment and Tactics Advisory Group (ETAG), as defined by the ETAG charter. The Assistant Director, DS/DSS/IP, and/or, when applicable, the Firearms Policy and Review Board (FPRB) must approve the issuance of security equipment that is not basic Marine Corps issue.
- c. The Marine Corps will provide for civilian clothing for MSGs assigned to missions where a uniform cannot be worn on duty or on liberty.
- d. The Marine Corps will procure, distribute, train, and supply CBRN IPE for MSG dependents located overseas in accordance with DoD directives and policies.
- e. New Technical Security Systems
 - (1) DOS (DS) will provide MCESG HQs with technical security equipment typical of an overseas Marine Security Guard Post One to facilitate the training of personnel. A priority will be given to the installation of new security systems at the MSG School so that students can maximize their training experience prior to overseas deployment.
 - (2) DOS (DS) is responsible for keeping MCESG informed regarding proposed technical security equipment changes that may impact manning

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requirements, guard orders, or the training of program personnel. DS/IP/SPC/MSG will schedule semi-annual meetings in October and April, each year, of the Technical Security Systems (TSS) Committee. Participants include representatives from: MCESG, HQMC PP&O (Security), DS/C/ST, and DS/IP/SPC/MSG. DS/IP/SPC/MSG representative(s) will act as the Chairperson of the TSS Committee coordinating agenda items, meetings, and any additional required participants. Additional meetings will be scheduled on an as needed basis.

Annex T: Vehicle Assignment, Support, and Control

1. Purpose. To outline the joint USMC and DOS policy on vehicle replacements, dedicated driver support, administrative control procedures, and operator requirements for MSG Program vehicles.

2. Vehicle Replacements for both Armored and Unarmored Vehicles

a. Overview. DS/IP/SPC/MSG, in coordination with MCESG, will provide each MSG detachment with a dedicated vehicle, either armored or unarmored. Larger MSG detachments may qualify for an additional vehicle(s) to perform their mission. At each post where a MSG detachment is assigned, the vehicle will be available 24-hours per day, seven days per week (24/7), to be utilized for official duties, training, and unit recreation. The vehicle will remain in a location suitable for quick response and will be equipped with communications into the emergency net. DS/IP/SPC/MSG will fund detachment vehicle purchases with reimbursement from the Marine Corps. Distribution of vehicle assets will be monitored at MCESG and DS/IP/SPC/MSG to ensure sufficient resources are available for all MSGs. The missions will provide an alternate vehicle to maintain 24-hour vehicle support whenever the dedicated vehicle is nonfunctional.

(1) Armored Vehicle Replacements

(a) DS/DSS/IP and the Bureau of Diplomatic Security, Countermeasures (DS/C), in coordination with HQMC, PP&O (Security), and MCESG have established the Marine Security Guard Armored Vehicle Working Group. The objective of the MSG Armored Vehicle Working Group is to determine which MSG detachment will receive an armored vehicle replacement and distribution of available armored vehicle assets. The threat and security situation as well as the fiscal situation will determine which MSG detachments will receive an armored vehicle.

(b) Priorities are established utilizing a weighted scale based on the Security Environment Threat List (SETL) and other variables. DS/IP/SPC/MSG will work closely with HQMC PP&O (Security), MCESG HQs, and Diplomatic Security, Physical Security Programs, Defensive Equipment and Armored Vehicles (DS/PSP/DEAV) to provide as many armored vehicle replacements as possible.

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MCESG Regional Commanders will coordinate region-wide vehicle replacements for armored vehicles with their DetComdrs and RSOs.

(c) Once the RSO and the MCESG Regional Commander provide approval for a replacement vehicle, post should submit a cable message to DS/IP/SPC/MSG (and copy DS/PSP/DEAV for AVs only), with the following information:

1. Current vehicle type and date received;
2. Vehicle VIN/ID Number;
3. Current mechanical condition including mileage/kms;
4. Location of MSG quarters (MSGQ), on or off compound (please indicate if MSGQ is not co-located with the chancery); and
5. Replacement vehicle type requested.

(2) Unarmored Vehicle Replacements

(a) MSG detachments will be provided unarmored vehicle replacements within the available funding limits for the entire MSG Program. MCESG Regional Commanders will coordinate region-wide vehicle replacements for unarmored vehicles with their DetComdrs and RSOs. Once approval is obtained, the MSG detachment must submit an updated vehicle condition report on the vehicle being replaced. The report should also include the condition of other vehicles assigned to the detachment, including their armored vehicle. The overall condition of all vehicles assigned will be used to determine replacement.

(b) In accordance with U.S. Law, U.S. manufactured vehicles will be procured to meet official vehicle requirements. When possible, the replacement vehicle will be provided by GSA. If a U.S. manufactured vehicle cannot meet requirements, every consideration should be given to vehicles manufactured by U.S. subsidiaries or affiliated manufacturers. Requests to purchase non-U.S. manufactured vehicles must be justified, such as countries that have right-hand drive vehicles. When requesting to purchase a foreign made vehicle, a Cost Benefit Analysis must be provided showing that the total cost of acquisition and life cycle expenses of non-U.S.-made vehicles are at least one-third less than that of U.S.-made vehicles due to the availability of parts and service, suitability to local conditions, and more efficient fleet operations. DS/IP/SPC/MSG and Bureau of Administration, Office of Logistics Management Operations, Washington Logistics Center, Motor Vehicles (A/LM/OPS/SL/MV) will review to determine whether acquisition of a non-U.S.-made vehicle is justified. A copy of the Cost Benefit Analysis Worksheet can be found at <http://lm.a.state.gov> under motor vehicles, forms, and worksheets.

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(c) When, due to local conditions, a non-U.S.-made vehicle is required for security or other special operational needs, justification to procure a vehicle under this provision must be submitted to A/LM/OPS/SL/MV and DS/IP/SPC/MSG. If security is a consideration, the justification must be routed through DS/PSP/DEAV for approval.

b. MCESG Regional Headquarters. The DOS will provide a dedicated vehicle to those missions that have a MCESG regional headquarters assigned. The vehicle will be for official use only. DS/IP/SPC/MSG will fund these vehicle purchases with reimbursement from the Marine Corps. If a dedicated vehicle is not in place, vehicle requirements for the MCESG regional headquarters will be provided from the mission's motor pool. A mission without a dedicated regional vehicle will reimburse regional clerks for taxi fares when a motor pool vehicle is unavailable for use. The Marine Corps will reimburse DOS for these expenses.

3. Dedicated Driver Support

a. The DOS will provide, with reimbursement from the Marine Corps, dedicated driver support for the detachment 24-hours per day, seven days per week. The RSO will approve all drivers supporting the detachment to ensure that operational requirements are satisfied. When an RSO, with the concurrence of the MCESG Regional Commander, determines that the 24-hour per day driver support is impractical, the mission will ensure that a combination of dedicated driver support, duty driver support, and public transportation is adequate for the operational, emergency response, and recreational needs of the detachment. In these cases, during times that dedicated driver support is not available, the MSG vehicle will be parked at the MSGQ for ready accessibility and driven by the MSGs for an emergency response only. Any deviation from 24/7 dedicated driver support requires DS/IP/SPC/MSG and MCESG approval. The mission of assignment is responsible for providing liability and collision insurance in accordance with 14 FAM 435, with reimbursement from the Marine Corps.

b. In order to conserve MSG Program funding at high-cost driver support posts, with the approval of the RSO and the MCESG Regional Commander, the MSG detachment may be designated as "Self-drive". MSGs at those posts will be provided all necessary training in the operation of the MSG vehicle(s) and host country driving regulations. They will also obtain applicable host country driving permits/licenses. Applicable insurance coverage will also be obtained with the assistance of post.

c. Vehicle and driver requirements for detachment recreational purposes and other official travel out of the quick response zone (determined by the RSO) will be provided by the mission from available resources. If vehicle and driver requirements are unavailable to support detachment recreation requirements, the

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Marines will be reimbursed for the cost of public conveyance taken for detachment recreational purposes. The Marine Corps will reimburse DOS for these public conveyance costs.

d. Where available, U.S. missions will provide their detachments with a vehicle and driver each month on a mutually agreed upon, pre-arranged day to obtain food provisions from U.S. military installations and commercial vendors located within one-day's travel.

4. Vehicle Administrative Control Procedures and Operator Requirements

a. All vehicles provided for use by the MSG Program are official government vehicles purchased by the DOS with reimbursement from the USMC. Vehicles are provided to MSG detachments and MCESG regional headquarters for the purpose of performing official duties. The primary purposes of the vehicle(s) are for emergency response, training/administrative functions, and shift change when the MSGQ is not co-located with the chancery. As MSG watchstanders are not authorized shipment of their privately-owned vehicle, the assigned vehicle may also be utilized for unit recreation within written guidelines established by the DetComdr and approved by the COM or PO, the RSO, the General Services Officer (GSO), and the MCESG Regional Commander. These vehicles are not intended for personal use and at no time shall they be used for individual (sole) personal use by MSGs, including the DetComdr, except as delineated in 4b. (8) of this section.

b. The varying security environment and other unique situations at each post must be considered, however, each MSG detachment must establish vehicle control procedures that, at a minimum, address the following:

(1) Vehicle Daily Control Log. All operators of MSG/official vehicles will maintain an OF-108, Daily Vehicle Use Record. A new OF-108 will be prepared with each change of driver (i.e., shift change).

(2) All accumulated OF-108s shall be reviewed by the DetComdr each business day. The GSO and RSO will review OF-108s on a weekly basis. Reviewed OF-108s shall be retained, after GSO and RSO review, by the Motor Pool supervisor according to Records Management Schedule as for other USG vehicles.

(3) For purposes of management controls and vehicle maintenance, MSG motor vehicles are assigned to the GSO Motor Pool.

(4) For security and fiscal purposes, MSG drivers are assigned to the detachment. Any deviations from this policy will require approval by the MCESG Regional Commander, the RSO, and DS/IP/SPC/MSG.

(5) Alcohol, Substance, Prescription Medication Use. No person shall operate an official vehicle while under the influence of alcohol (Blood Alcohol

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Concentration (BAC) over 0.00%), drugs (whether prescription or over the counter, without a physician's note stating that the medication will not impair the driver's ability), or controlled substances, at any time. After consumption of an alcoholic beverage, a driver must wait a minimum of 8 hours prior to operating an official vehicle. The driver must advise his/her supervisor if he/she is on medication, and is responsible for knowing if a prescription or over the counter medication will adversely affect his/her performance as a driver. If necessary, the driver must check with the health unit or prescriber, to determine if the potential medication will have any effects on their performance. The driver is prohibited from operating a motor vehicle if the medication will have an adverse effect on his/her driving capability.

(6) Authorized Drivers (Operator Selection and Training). All drivers of official vehicles, whether dedicated MSG drivers or MSGs, must be properly trained and cleared by the RSO and/or GSO prior to operating the vehicle. Before an MSG is permitted to drive an MSG Program vehicle, appropriate liability insurance must be in effect, approval must be obtained from the RSO and the MCESEG Regional Commander, and the MSG must be in compliance with all host country and post licensing/permit requirements.

(7) Use of Public Transportation. Where public transportation is safe and reliable, this should be used while on liberty, in lieu of the MSG assigned vehicle/dedicated driver, on a case-by-case reimbursable basis. At posts where public transportation is unsafe or unavailable, the MSG detachment may continue to use the vehicle for liberty purposes. At these posts, it will be clearly delineated and approved by the COM in writing and briefed to all MSGs on which types of liberty events constitute authorized use.

(8) Other Authorized Vehicle Use by the DetComdr/Watchstander. When dedicated drivers are not provided or unavailable, MSGs may drive an official vehicle in accordance with the written post policy for driving an official vehicle for other than business purposes. DetComdrs may utilize the official vehicle for the purpose of inspections, response drills, the transportation of official Marine visitors, and training/administrative duties. At no time shall the DetComdr utilize any official vehicle for exclusive or personal use except as noted below. DetComdrs fall under the same official vehicle use category as all other DOS employees at post. With COM or PO approval, at locations where local or post transportation is unavailable, the DetComdr may utilize the MSG/official vehicle in accordance with established post policy while his/her privately owned vehicle is in transit. Such use of an official vehicle not driven by a post driver or chauffeur on duty is contingent upon post's acquisition of adequate liability insurance for that purpose. Post must inform the MSGs, including the DetComdr, of their personal liability and the extent of liability insurance the post has for such drivers. Unless required by local law, the U.S. Government is self-insured for its property and for

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tort liability to third parties and, therefore, would not purchase liability insurance specifically for the use of the vehicle by the DetComdr.

(9) If guests or family members of the detachment are to ride in the Marine vehicle, the detachment must have third party liability insurance. The final determination regarding the acquisition of third party insurance lies upon the COM or PO at each specific mission. The intent of the Marine vehicle is for operational and recreational needs.

(10) Approval for home to office use must be made in writing by the COM and must include a finding that unique and unusual circumstances require such personnel to use an official vehicle for transportation to a residence or other location after normal business hours for the purpose of rapid response to duty. The written finding must justify such use, specify the duration of approval, and either be included in or filed with the vehicle policy memorandum.

(11) Mishap Investigation and Reporting. All vehicle accidents and mishaps will be reported in accordance with 15 FAM 964. Motor Vehicle mishaps shall be reported to the GSO Motor Pool Supervisor, the RSO, and the Post Occupational Safety and Health Officer. A report must also be provided to the MCESEG regional commander and DS/IP/SPC/MSG.

Annex U: Medical and Dental Support

(Change Date: 05-05-11)

1. Purpose To outline medical and dental support requirements for personnel assigned to the MSG Program.

a. Access to Medical and Dental Facilities.

Members of the MSG Program and eligible family members (EFMs) accompanying them abroad will be provided access to existing DOS medical facilities and services at post at no cost to the Marine Corps, the Marine, or the Marines immediate family members.

b. Post Health Unit Functions.

(1) The post health unit will serve as the primary care manager for the MSGs and EFMs providing no cost services to include preventive services, care for routine illnesses or injuries, Marine Corps mandated locality specific immunizations excluding anthrax and small pox, and other Marine Corps medical readiness requirements including the drawing of blood for required HIV testing. The health unit will also manage medical emergencies and referrals to specialists or hospitals. Family members can elect to use local TRICARE/International SOS Assistance, Inc.

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(International SOS) approved primary care providers instead of the post health unit providers.

(2) DOS health unit providers must immediately inform the RSO, DetComdr, and/or the MCESG Regional Commander when they become aware of any MSG with medical/psychiatric conditions affecting fitness and suitability for MSG duty. Due to the sensitive nature of the duty and DoD regulations regarding access to weapons, health unit providers must inform the MSG's RSO, DetComdr, and/or the MCESG Regional Commander of conditions which affect duty status to include: concerns about substance abuse, use of any prescription medications, psychiatric problems, sleep disturbances, and aggressive/suicidal ideation.

c. Medical Support.

(1) When an MSG and/or EFM's medical needs cannot be met by the post health unit, the DOS regional medical officer (RMO) or their designated medical representative at the mission, in coordination with the RSO, and/or the DetComdr, will ask TRICARE/ISOS, to arrange a medevac to the appropriate facility. TRICARE/ISOS and the DetComdr will then notify the MCESG Regional Commander. Both TRICARE and the MCESG Regional Commander must be notified prior to authorizing funding for travel. Exemptions to this policy apply when medical emergencies exist; however, this does not remove the requirement for immediate notification to the MCESG Regional Commander by the RSO and/or DetComdr.

(2) When travel costs are incurred in order to obtain appropriate medical care, travel costs and per diem costs for MSGs, per Joint Federal Travel Regulations (JFTR), are chargeable to the DOS using Function Code 5624, with reimbursement from the Marine Corps for the liquidated travel costs. The place of care is a service decision and must be authorized by the Regional Commander.

(3) When lengthy medical care is likely (as determined by M/MED and/or when MSGs are diagnosed with potentially disqualifying conditions, the MSG will be returned to MCESG HQs for evaluation and/or reassignment. The Marine Corps will reimburse the DOS for authorized medical travel and per diem costs when returning Marines in this manner. Per TRICARE policy, reimbursement for an attendant for an evacuated MSG or EFM will only be allowed if a medical doctor provides a statement that an attendant is required and TRICARE subsequently authorizes the accompaniment.

(4) When TRICARE/ISOS, after consultation with the RMO, determines that an emergent (risk of life and limb) aeromedical evacuation is required, the travel cost to the point of emergent care will be paid directly by TRICARE/ISOS. In those instances, DOS will fund the per diem and may fund the cost of follow-on

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travel after the patient is stabilized, with reimbursement for the amount of the liquidated travel claim from the Marine Corps.

(5) Per diem is authorized during travel for EFM and their designated attendants, if required, in accordance with Volume I of the JFTR Chapter (5), Paragraph U5240, subparagraph (C). In accordance with JFTR, business class tickets are not authorized for travel to medical appointments, unless urgent medical circumstances dictate.

(6) In the case of obstetrical delivery, the EFM will be provided travel to the nearest suitable TRICARE approved facility or military hospital, as determined by TRICARE/regional medical officer and the MCESG Regional Commander, and returned to the mission of assignment. In the event further evacuation to the United States is necessary, the mission of assignment or Defense facilities will arrange for onward transportation to the United States from hospitals abroad. The travel and per diem costs for this will be paid by DOS, with reimbursement from the Marine Corps, in accordance with Volume I, of the JFTR Chapter (5), Paragraph U5240, subparagraph (C). DOS will fund, with reimbursement from the USMC, the travel of newborn children to post as well as baby layette items. All travel for obstetrical delivery will be coordinated by the DetComdr and approved through TRICARE and by the MCESG Regional Commander prior to making travel arrangements.

d. Dental Care.

(1) If adequate local dental facilities are not available, evacuation will be provided to the nearest adequate dental facility or TRICARE/ISOS approved provider as determined by TRICARE/ISOS and the MCESG Regional Commander. Travel and per diem will be funded by DOS per DoD and TRICARE regulations, with reimbursement from the USMC, in accordance with Annex A.

(2) RSOs and MSGs should be aware that travel for required and emergency dental care for MSGs and their authorized EFM will be handled in the same manner as medical care when local dental facilities are inadequate. Required dental care is defined as dental treatment that cannot be postponed until leave may be taken outside of the permanent duty station and, if delayed, can reasonably be expected to result in severe pain and/or for which deferment would cause permanent and irreparable damage to the teeth or supporting dental structure. Specifically excluded are orthodontic, prophylactic, and cosmetic dental care.

e. Medical and Dental Expenses

(1) The TRICARE Overseas Program (TOP) is the DoD health care program outside the Continental United States (CONUS). Medical facilities affiliated with TOP are guaranteed reimbursement from TRICARE for expenses and should not require payment prior to rendering medical care. Any situations encountered

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requiring advance payment should be immediately referred to the local TRICARE representative and the MSG's chain of command for appropriate action. All medical and dental expenses for MSGs are paid by TRICARE/ISOS as long as the care is pre-authorized. The TOP health care contract eliminates up-front payment and the need for enrolled Prime sponsors or family members to file claims when seeking care. However, if sponsors or family members decide not to use the TOP contractor services, they may be required to pay for any health care received out-of-pocket and file claims with TRICARE for reimbursement. Point of Service deductibles and cost-shares will apply. Active duty and family member claims for treatment outside of ISOS network of providers should be filed with Wisconsin Physicians Service Insurance Corporation (WPSIC). The appropriate procedures can be found on the regional TRICARE website (www.tricare.mil).

(2) Eligible family members of DetComdrs, T/O Designated A/DetComdrs, and MCESG Regional Command personnel: MSG Program sponsors are personally responsible for payment of charges for inpatient or outpatient care provided to their EFMs in civilian facilities or by civilian practitioners, subject, as appropriate, to reimbursement by TRICARE. Sponsors are also responsible for filing TRICARE reimbursement claims for their EFMs. Where necessary to secure required or emergency medical services for EFMs in civilian facilities or by civilian practitioners, (i.e., where guarantees of large cash payments are demanded as preconditions for provision of required or emergency medical services) the mission may agree as a matter of form to be billed on behalf of the sponsor responsible for charges incurred with reimbursement from the individual Marine.

(3) No payment by the U.S. Government for dental care, whether emergency or required, is authorized for EFMs of MSG Program sponsors. Payment is the responsibility of the member and/or the TRICARE Active Duty Family Member Dental Plan. TRICARE Prime and Standard cover dental care in limited instances.

2. Function Code 5624. Function Code 5624 includes travel and per diem costs associated with medical Temporary Additional Duty (TAD). Blanket travel authorization for MSGs traveling for medical reasons is not authorized. Fiscal data, in the form of an Advice of Allotment (AOA) under Function Code 5624, must be obtained for the individual MSG as the support is provided.

3. Funding Responsibilities. M/MED's Financial Management Branch (M/MED/EX/BUD), in coordination with DS/IP/SPC/MSG, will fund medical travel with reimbursement from the Marine Corps. If time is critical, pending the allotment from M/MED, post funding should be utilized, with appropriate journal vouchering once the M/MED allotment is received.

a. The Marine Corps will ensure funding for medical travel support is budgeted for during the Program Objective Memorandum (POM) cycle.

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b. A detailed report of MSG medical support travel and per diem will be provided quarterly to DS/IP/SPC/MSG by M/MED/EX/BUD.

c. DS/IP/SPC/MSG and MCESG HQs will conduct a joint review of second quarter (mid-year) medical travel expenditures as well as analyze historical medical budgetary patterns to ascertain funding levels for the remainder of the fiscal year.

Annex V: Special Temporary Additional Duty

1. Purpose. To outline the policy for MSG Program personnel taking Special Temporary Additional Duty (SPECTAD).

2. For MSG Watchstanders, DetComdrs, and T/O designated A/DetComdrs assigned to critical human intelligence threat posts contained in the Security Environment Threat List (SETL), DOS (DS/IP/SPC/MSG) in coordination with the Commander, MCESG, may authorize and fund, with reimbursement from the Marine Corps, one SPECTAD per tour to their respective regional headquarters location or Commander, MCESG HQs approved alternate location for designated official duties (e.g. FamFire, polygraph, administrative, training). SPECTAD will not be utilized during the first four months or the last four months of a tour. Marines will be authorized a maximum of two days travel, one day per diem to conduct official duties, and a maximum of seven days annual leave (if desired) in conjunction with SPECTAD.

3. Dependent spouses of DetComdrs and T/O designated A/DetComdrs assigned to critical human intelligence threat posts are authorized one SPECTAD per tour to travel to their respective MCESG regional headquarters or approved alternative location on invitational orders for designated training and/or medical assessment as approved by the Regional Commander. Dependent children must be paid for by the DetComdr or T/O designated A/DetComdr without reimbursement from DOS or the Marine Corps. Dependent spouses will receive transportation at government expense only to/from the regional headquarters location or approved alternative location. No per diem is authorized.

Annex W: Marine Security Guard Security Augmentation Unit

1. Purpose. This annex outlines the policy and procedures for training, support and deployment of the Marine Security Guard (MSG) Security Augmentation Unit (MSAU).

2. Mission. The primary mission of MSAU is to provide security augmentation to U.S. diplomatic and consular facilities overseas during periods of increased threat. The secondary mission of MSAU is to provide security for classified material during President of the United States (POTUS), Vice President of the United States

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(VPOTUS) and Secretary of State (SECSTATE) overseas visits at locations other than the chancery when the situation calls for more MSGs than the on-site detachment can provide.

a. To accomplish the above mission, MSAU specified tasks are:

(i) Augment security at designated diplomatic and consular facilities with established MSG detachments;

(ii) Provide security at designated diplomatic and consular facilities without established MSG detachments;

(iii) Provide static defense at fixed locations to protect the mission personnel at designated diplomatic and consular facilities; and

(iv) Provide security support to POTUS, VPOTUS and SECSTATE. See Annex L of the Memorandum of Agreement (MOA).

b. Implied tasks for MSAU:

(i) Provide static defense at designated locations identified by the regional security officer (RSO), with the goal of providing a minimum of four-hour denial of access;

(ii) During periods of increased or impending threat, provide static security at the chief of mission's (COM) residence and other diplomatic and consular facilities; and

(iii) Augment random antiterrorism measures (RAMs) at post, when required.

c. Constraints/Restrictions

(i) MSAU is not intended to replace or replicate the mission of the Bureau of Diplomatic Security's (DS) Office of Mobile Security Deployments (DS/T/MSD) nor the Marine Corps' Fleet Anti-Terrorism Security Teams (FAST).

(ii) The MSAU is not trained or equipped to conduct traditional Protective Services (PRS) functions.

3. Table of Organization. MSAU is comprised of 122 Marines, organized in nine, 13-man squads, plus a command element of five Marines (MSAU Commanding Officer, senior enlisted advisor, and three support Marines). Each squad is aligned with one of the nine Marine Corps Embassy Security Group (MCESG) regions. MSAU Marines will be familiar with the U.S. diplomatic facilities in their region and will be versed on current affairs that may affect the security posture at each post.

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While aligned with specific regions, squads may deploy to other regions if additional Marines are needed to support operations.

a. Only second and third tour MSGs will be recommended by their region commanding officers and screened/selected by MCESG Operations and Training Section. Preference will be given to Marines from combat arms and military police military occupational specialties (MOS); other MOS' will be considered if the Marine has operational experience.

b. DS will assign a minimum of two DS Special Agents to serve with the MSAU command element as, an Operations Coordinator, and a Tactical and Training Advisor. On occasion, either position may deploy for a limited duration, with the MSAU. For example, the Operations Coordinator may deploy to facilitate initial setup of the MSAU if there are anticipated difficulties with the deployment. The Tactical and Training Advisor may deploy to evaluate the effectiveness of MSAU training and to advise RSOs on MSAU deployment options.

4. Table of Equipment (details will be provided in a classified annex)

a. MSAU equipment will be provided by the United States Marine Corps (USMC), to include special protective equipment (SPE) 1, SPE 3 and other equipment as necessary.

b. DS will provide SPE 2 and less than lethal equipment.

5. Command and Control

a. The MSAU Commanding Officer will report directly to the MCESG Commanding Officer and receive support from the MCESG staff. MCESG Operations and Training Section will provide operational and training guidance.

b. Operational Supervision. While deployed, MSAU elements will be under COM authority. All operational and tactical supervision, guidance, and direction will come from the RSO or his/her designee.

c. Administrative Supervision. MSAU elements are under the administrative supervision of the MSAU Commanding Officer and are supported by MCESG Headquarters. The MSAU chain of command does not include the MCESG Regional Commander.

6. Training. The MSGs selected and assigned to MSAU will receive indoctrination training that covers the MSAU mission, security assessments, physical security techniques and equipment, weapons (lethal/non-lethal), communications, advanced room entry tactics, compound movement techniques and advanced collapsed structure training. The MSAU indoctrination training will occur five times

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a year at the Marine Security Guard Training Center (MSGTC) under the cognizance of the MCESG Operations and Training Section; instructors from MSAU, MSG School, and the DS Training Directorate (DS/DSS/T) will provide additional refresher training to maintain standards in operations to both DS and MSAU. MCESG Operations and Training Section will verify and certify USMC instructors and the indoctrination training curriculum. Exercises with FAST, Marine Expeditionary Units (MEUs) and DS will also be conducted when possible. The MSAU Commanding Officer is responsible for coordinating and conducting all other standards-based training focused on mission essential tasks needed to accomplish the MSAU mission.

7. Support. All administrative support will be provided by MCESG. USMC and DS will jointly provide training support. DS will do the following:

a. Assign at a minimum, two DS Special Agents, one of whom will work with the MSAU command element as an Operations Coordinator, and the other as a Tactical and Training Advisor. Both positions must be worldwide deployable and meet all DS physical fitness requirements.

(i) The Operations Coordinator will coordinate all communication and support requests between the MSG Program (DS/SPC/MSG), MCESG, MCESG/MSAU and posts/RSOs.

(ii) The Tactical and Training Advisor will serve as a full-time training liaison and tactical operations advisor to MSAU. The DS Special Agent assigned to this position must have successfully fulfilled all MSD training requirements and the Green Team training program.

b. Provide Access to emergency action plans (EAP), blueprints, satellite imagery and other documents that will assist MSAU in becoming familiar with each U.S. diplomatic facility.

c. Provide Diplomatic Courier assistance for MSAU when deploying and redeploying.

8. Deployment. When the COM verifies that the situation warrants additional security support short of a Geographic Combatant Commander's force, the COM, (through the RSO,) may request deployment of a MSAU element.

a. MSAU will deploy to any U.S. diplomatic or consular facility to conduct the mission stated in paragraph 2 of this annex. The decision to deploy the MSAU will be based on COM and emergency action committee (EAC) justification of current or projected security-related events at post. The RSO will submit a request through DS/SPC/MSG for MSAU deployment; DS/SPC/MSG will vet the request and forward it to the Deputy Assistant Secretary of State (DAS) for International

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Programs (DS/ IP), for authorization. Once authorized, DS/SPC/MSG will notify MCESG for deployment action.

b. MSAU Support. The Operations Coordinator will work with the requesting RSO to identify the proposed mission of the MSAU, the deployment duration of the mission, the number of personnel needed, the arrival and estimated departure dates of the MSAU, and any other pertinent information (visa requirements, airport expeditors, transportation requirements, safe and secure billeting, etc). MSAU members are MSGs assigned to temporary duty (TDY) at the designated post and will be afforded the same administrative support from post as the resident MSGs. Funding for MSAU deployments will be from the USMC Operations Planning Training and Resources (OPTAR) 5732 account. Details on operational and logistical support requirements will be sent to post via official cable by DS/SPC/MSG.

c. Mission Approval and Notification. Once an MSAU support request has been validated by DS/SPC/MSG, MCESG will be notified by DS/SPC/MSG of the request. MCESG will task MSAU with the support mission and will notify DS/SPC/MSG and Headquarters Marine Corps, Plans, Policies and Operations (PP&O), Security Division (PS) and Operations Division (PO), of specific details for coordination.

d. Length of Deployment. MSAU elements are intended for deployments of up to 45 days. Request for deployment extensions will be considered on a case by case basis when requested 10 days prior to the redeployment date.

e. Redeployment. The MSAU element will redeploy on the agreed upon end date or 45 days after initial arrival at post. DS/SPC/MSG will notify MCESG when the RSO requests early termination of the MSAU deployment. MCESG will notify the MSAU Commanding Officer who will initiate the redeployment of the MSAU.

f. After Action Review(s). Upon the completion of an MSAU's deployment cycle, DS/SPC/MSG will coordinate with MCESG to share information on best practices